CHEMWATCH

CHEMWATCH

CHEMFFX USER GUIDE
VERSION CFFX3.0

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ChemFFX User Guide Version CFFX3.0

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1. Introduction

1.1 Welcome to Chemwatch

Chemwatch is the largest supplier of independently sourced (M)**SDS**. For more general information about Chemwatch, please visit www.chemwatch.net. Chemwatch provides a fully managed service to control, assess chemicals and cover risks within an enterprise or organization; and also supplies computer-based modules which can be tailored for specific industries throughout the world such as emergency services, hospitals, governments, educational institutions (universities, schools and research), the military, unions, pharmaceuticals, manufacturing, automotive industries and others.

Chemwatch provides:

- (M)SDS Management with our Repository contains more than 13 million (M)SDS
- Thousands of MSDS are added and updated daily
- MSDS Updates (older than 5 years) and Review Service
- Regulatory Updates and Review of Ingredients of each Material
- MSDS Authoring and Distribution
- Data Backup and Restoration
- Tracking MSDS
- On-line Requests for new MSDS

Chemwatch introduces the ChemFFX program in chemicals management to various institutions to meet compliance to workplace health and safety. Employers and employees are required to provide access to MSDS for the chemicals used, handled and stored at the workplace. Compliance workplace health and safety ensures that they are provided with information on hazards, risks and potential exposure to hazardous substances used in a work related activity and transportation through land, sea and air.

ChemFFX

The main objective of the web based database system is provide access to (M)SDS for all users of chemicals at the workplace to meet compliance requirements pertaining to information on usage, storage, handling of hazardous substances and transportation of dangerous goods for their control and management. **The ChemFFX program is designed in seven main user interface modules.**

1.Materials Module 2. Folders Module 3. Manifest Module 4. Risk Assessment Module 5. D-Gen Lab Module 6. Security Module 7. Filter Settings Module (Global and Advanced Settings)

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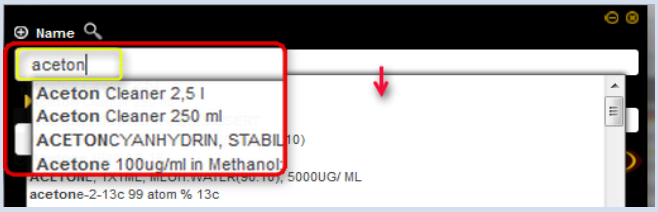
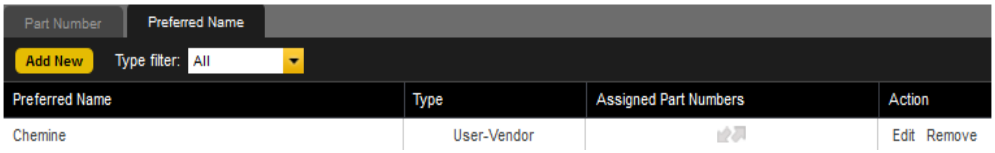
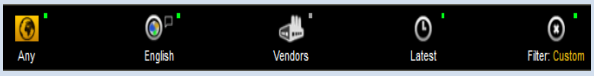
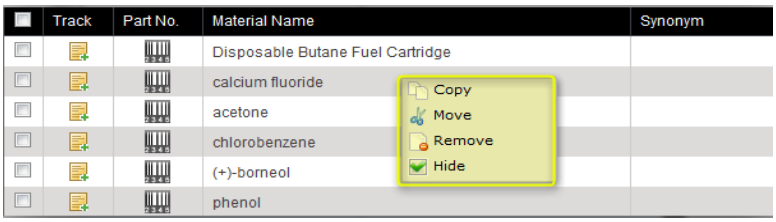
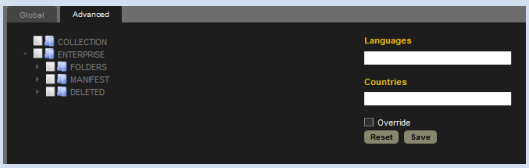
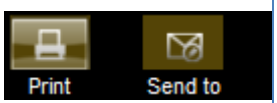
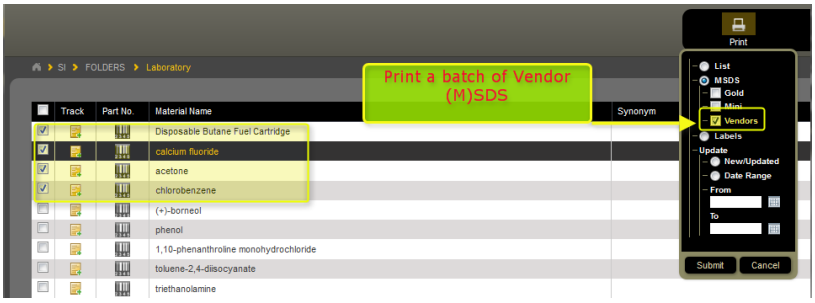
1.2 What's new in ChemFFX Version CFFX3.0?

The ChemFFX program has been redeveloped and modelled with a modern UI and user friendly features to make it more intuitive for users. The list below highlights some of the developed functionalities to improve user predictability and usage.

Table 1: Feature and UI Elements

Feature	UI Element
Auto-complete search	
Preferred names Management	
Filtering Tools • Filter by Language • Filter by Country	
Material Distribution • **Drag & drop functionality**	
Folder Management • **Assign Language** • **Assign Country**	
Generate (M)SDS batches  • **Printing** • **Mailing (Send to)** • **Saving**	

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2. Getting Started

2.1 Login and Navigation

Recommended Web Browsers

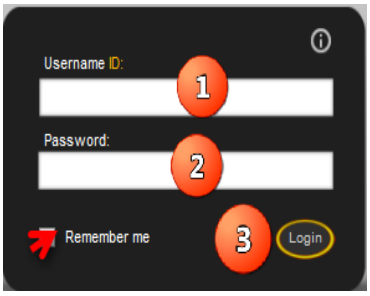
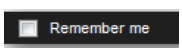
The **ChemFFX** program is a web based application accessible through the Internet. It is designed to function best in most modern web browsers and has improved performance and speed. Most interactive features within the program work best in the latest browser versions. Microsoft Internet Explorer 7 is not fully supported in the current program functionalities as it contains limitations such as slowness in processing java scripts and the lack of vital modern technologies which have become a standard in web design, which are no longer supported by the manufacturer.

Web Browsers recommended

- Internet Explorer 8/higher versions or Firefox 8/above
- Safari 5 or above
- Google Chrome

Program Login

Generally a web address is provided by the administrator for manual login. In this case, a login user identification name and password are required for direct access to the program for authentication purposes. Chemwatch Administrator sends out an official email to your organization's main contact person. Please contact Help-desk at helpdesk@chemwatch.net for more information. Below is the main login screen to enter login details to access the database program.

Step	Activity
❶	Type your user name in the **User ID** text box
❷	Type your **Password** in the password text box 
❸	Press the **Login** button
	Optional Select the checkbox to **Remember Password** 

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Optional Automatic Login

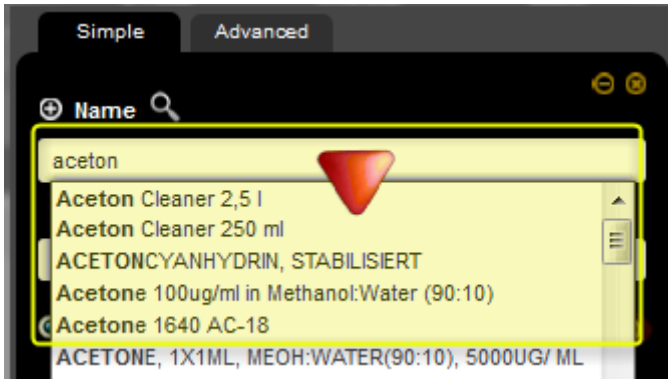
Organizations can choose to login to the program through automatic recognition of their user account. This set up will allow local program users to click on a link in their business Intranet page to directly gain access to the program. The organization's administrator may contact Chemwatch IT Desk at it@chemwatch.net to arrange for support to set up automatic login.

Click on the link icon here to redirect query into your in-box message

The **ChemFFX** program consists of the Materials Module**,** Folders Module**,** Live Support Tool, Main Tool-Bar and Settings. The program defaults to the Materials Module and the systems **Tree Structure** upon login.

The Materials Module contains the search panel to conduct various types of searches. The search criteria are covered in the sections that follow with specific exemplified tasks. Materials can be distributed by **Copying/Moving** using the right mouse click and **Drag & Drop** functionalities. The basic search options include **Material Name search**, **Vendor search** and combination of both **Material and Vendor searches**.

The material name search consist of a new **Auto-Complete** option for all chemical names, product names and synonyms in the Chemwatch Global Database. Simply type part of a chemical name and select the exact chemical name from the drop down list to auto complete search name. Generally, the Vendors MSDS is the default setting for the search panel.



The Folders Module provides a platform to **create, edit, delete folders and organize directories** based on a folder structure where chemicals may be located on site. The Folder/Manifest Tree structure can be secured using the **Security Permissions Model** with specific rights/attributes or prevent others from editing directories (folders/stores) and its contents.

The screen below depicts the main GUI screen that displays after login into the application with three main window panels; The Tree Structure, the Search Panel and a Material List (folder selected to view material register).

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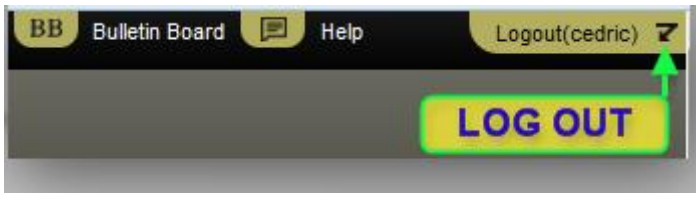
Logging Out of the Program



The **log out** icon is located in the **Main Tool-bar** at the top right corner of the GUI as shown above. Clicking on this icon logs out the user account back to the login screen. Users with auto login will be directed back to the refreshed screen mode.

2.2 Getting Help

Live Support On-line

Chemwatch provides technical live support over the Internet within the application. To activate the chat service panel, click on the Live Help Link button (top left icon within the Backpack program UI). The chat service panel will open another side window to fill in the fields marked with **Required Fields*** to send your question. Then a help-desk operator will answer the call to begin a live chat. There are various departments you can choose from. The department options available depend on the nature of the question. The help-desk operator will redirect your query to the appropriate department where applicable for further investigation of the issue.

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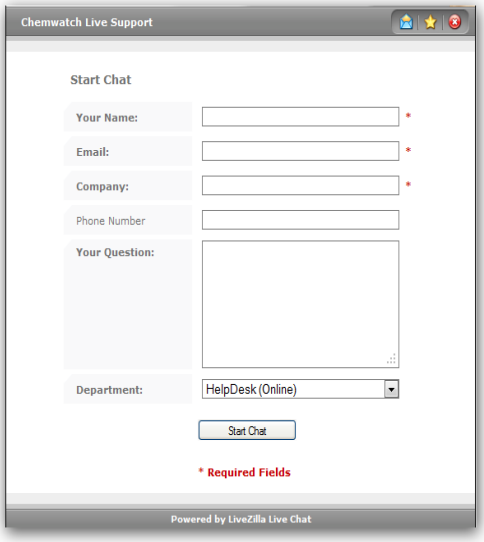

The Help icon within the program's GUI links to the frequently asked questions. Generally, **Help-desk** department can be contacted through email or telephone line. All inquiries can be sent to the email address: helpdesk@chemwatch.net

Click on the link icon here to redirect query into your in-box message

Customer Service department may be contacted at customerservice@chemwatch.net for all MSDS updates, Gold MSDS authoring service, tracing MSDS requisitions and acquisitions.

Click on the link icon here to redirect query into your in-box message

2.3 Filter Settings

2.3.1 Global Filter Settings

The general **Global Filter Settings** configuration of the program has a number of options to select applicable parameters that will be tailored towards specific search results and the way you view the contents of chemicals lists, registers within the folder/manifest tree structure and search results. The search results will depend on the default administrative filter conditions applied. Ensure your filters are set to your desired settings.

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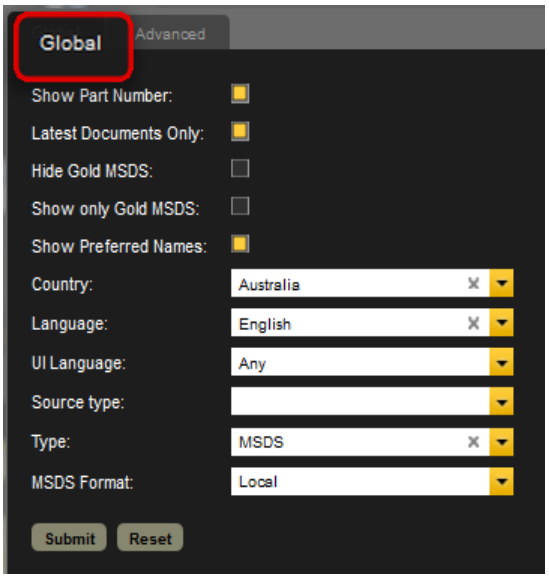
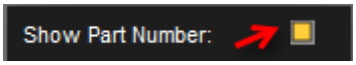


A user account may be set to particular filter conditions dependent on the configuration of the organization based on its jurisdictional operations. Note that the **latest documents** will default to a five year period as per legislative requirement for compliance on using the latest manufacturers MSDSs that are current and up to date. The filter settings are also desktop dependent, changes made in your computer will not affect another user with the same user account in another desktop. The filter conditions for English MSDSs will exhaust the following logical sequence within the database.

Filter	Country of MSDS
English Language	**Australia** → UK > USA → Canada → Global

The table below lists the various filter options and intended use.

Filter Option	Filter Setting
Show Part Number 	Selection of the checkbox displays a **Part Number** column in a material/chemical list, document list and when viewing an MSDS. The Part Number Column displays the icon within a list. Clicking on this icon loads another window to add part/stock numbers for a particular material which can be later used as part of the search criteria in the Name field. The Part number is located in the drop down arrow menu within the search panel. Part numbers can either be user dependent or vendor dependent. Vendor dependent part numbers are only assigned by the original supplier or manufacturer of the product. These are normally found in Section 1 of an(M) SDS as product codes or product number. However, user part numbers are assigned by the specific

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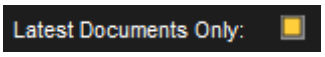
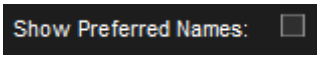
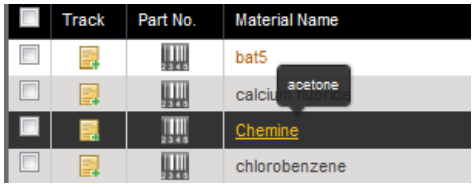
	user/organisation to particular chemicals.
Latest Documents 	**Checkbox selected** means all search results will display the latest versions of MSDS. **Checkbox not ticked** means all search results will display all available latest and archived old versions of MSDS for that particular material search.
Hide Gold MSDS 	**Hide Gold MSDS checkbox ticked** means all the search results and material list will only show Vendor (M)SDS(Supplier) other than Gold (M)SDS.
Show Only Gold MSDS 	**Show Only Gold MSDS not ticked** means all the search results and material list will only show MSDSs (Vendor/Supplier) other than Gold MSDSs. A Gold MSDS is a material safety data sheet written by Chemwatch. Most pure substances with a Chemical Abstract Number will have a corresponding Gold MSDS. MSDSs authored by Chemwatch for specific client(s) are called **WeWrite.** These become Vendor (M)SDS owned by that specific supplier/manufacturer.
Show Preferred Names 	**Show Preferred Names checkbox selected** allows all preferred names (other names assigned to materials/chemical names) to show in a material/chemical list . Preferred name shows with a mouse tip if preferred name exists for that chemical. The screen below shows an example of a created preferred name *Chemine (colored)* for the chemical *acetone* in a material list.  **Show Preferred Names checkbox not selected** will only display the exact chemical names without any preferred names across the programs UI.
Country 	**Country option not set** to any specific country defaults to ***Any*** which means that all available MSDSs within the entire Chemwatch database must globally retrieve any MSDS. **Country option set** to a specific country will default to retrieve any MSDSs available to that particular country filter condition. For example, if the country filter is set to Australia, then the (M)SDSs that will display will give preference to Australian versions first and if not available, then the database will exhaust the filter logical sequence.

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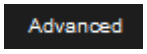
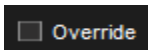
	• [Australia > UK > USA > Canada > Global
Language **UI Language** 	**Language option not set** to any specific country defaults to ***Any*** which means that all available MSDSs within the entire Chemwatch database must globally retrieve any MSDS available from any language. **Language option set** to a specific country will default to retrieve any MSDSs available to that particular language filter condition. For example, if the country filter is set to ***English***, then the MSDSs that will display will give preference to English MSDSs first, dependent on the Country filter. **UI Language option not set** to any specific country defaults to ***Any*** which means that the program interface will be set by default to "English Language". Choose any other language from the drop down menu.
Type 	**Type of Report** to display depends on the available options to select from the menu; **Please select one, Label, Mini, MSDS, Mono** and **other**. The default option is the report type “MSDS”.
Source Type 	Types of sourced MSDSs will display **“P”** refers to **primary MSDSs** sourced directly from the manufacturer **“S”** refers to **secondary MSDSs** sourced from other sources such as websites
MSDS Format Filter Condition 	**MSDS Format** There are three MSDS format options; namely: **Local** format - the default filter, e.g. Australian format (NOHSC/ADG 7 Code) **GHS** format - Globally Harmonized System **REACH** format - Registration, Evaluation, Authorization and Restriction of Chemical substances SDS (European Community Regulation on chemicals and their safe use
Advanced Tab  	**Advanced** refers to the application of specific filter conditions by country and language to a particular folder(s) or manifest location(s). This option depends on the applied role permissions for the UI for general users. The administrator of the Backpack program within your organisation will set the applicable permission roles for users/groups. **Option 1**: Advanced Tab not available in the UI settings tool • User will be unable to set folder filter conditions by country/language **Option 2**: Advanced Tab available in the UI settings tool • User will be able to set folder filter conditions by country/language • Select  to override the current set filter set up for a particular folder/store

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Task Description for Setting Up Global Filter Conditions for MSDS Format

Global Filters	Task Description 1: Setting Up Filters
The Set Up Tool **Notes**	Filter by **Country, Language, MSDS Format**; ❶Click on the Settings link →Show Part Number column as well as preferred names from ❷ to ❾below. →Press the button to save current filters →Check the documents in folders/stores or by searching for a material from the database if they reflect the filter conditions set. General users will view or search for materials utilizing the filter conditions set up by the organisation's administrator for the application. • The program admin sets up Filter Settings for your program and specific attributes for general users. Optional: general users may or may not have access to the Filter Settings module • Filter conditions affect program search results for country of MSDS, MSDS view from Folders/Stores, type of MSDS format

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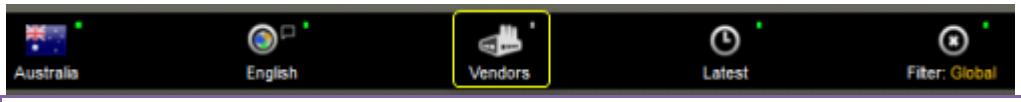
2.3.2 Temporary Filter Settings

Task Description for Filtering a Document List for specific Vendor MSDS

Search Option	Task Description 3: Filter a Document List
Temporary Filtering	
Filter by specified fields from current filter panel	Filter by **Vendor Name**; ❶Type a material name in the "**Name**" text field, e.g. "acetone" ❷ Select reference database "**Full**" (Global Chemwatch database) ❸ Click on the "**Search**" button ❹Select chemical name from the search resultant material list to display a document list of Vendor MSDS ❺ Select the Vendor Filter from the Filter Options panel ❻Click on a "**Vendor Name"** from the vendor name drop down list, e.g. 3M OR filter by using the custom filter panel

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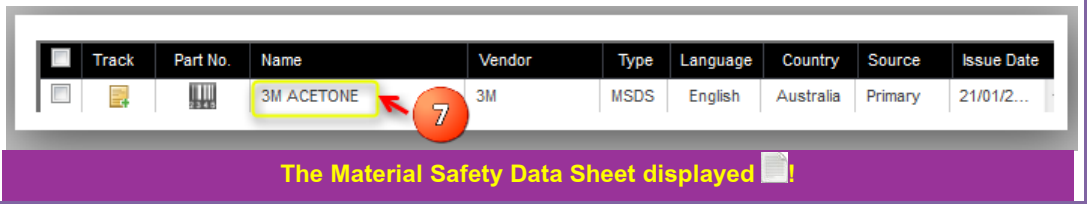
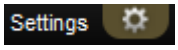
	❼ Click on document name to display vendor MSDS  **The Material Safety Data Sheet displayed !**

2.3.3 Advanced Filter Settings

Advanced Filters can be applied to a fold/store to view (M)SDS applicable to a particular country/language. These settings are useful for a globally operating organisation which has sites in different countries to allow users from those locations to view relevant (M)SDS applicable to their jurisdiction to meet regional or country specific compliance.

Advanced Tab may not be available on your ui if the administrator does not want you to have access to this feature.

Task Description for "Setting Up Advanced Filters"

Advanced Filters	Task Description 2: Setting Up Advanced Filters
Settings Link  **Notes**	Assign Filters by **Country and Language** into a Folder/Store (if attributes apply to user, the "Advanced" Tab will be activated). ❶Click on the "Setting" icon ❷Select **Advanced Tab** and expand Tree directories to view folders/stores ❸Click folder checkbox to select **folder name** to apply language/country ❹Click on the Languages text field to choose **language** from languages list, e.g. French ❺ Click on the Countries text field to choose **country** from the list of countries, e.g. France ❻Click on the button to save current filters assigned to that particular folder

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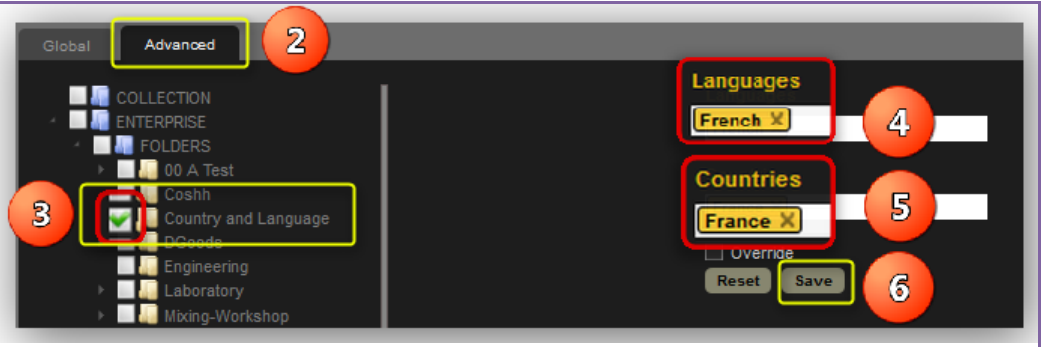
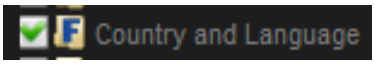
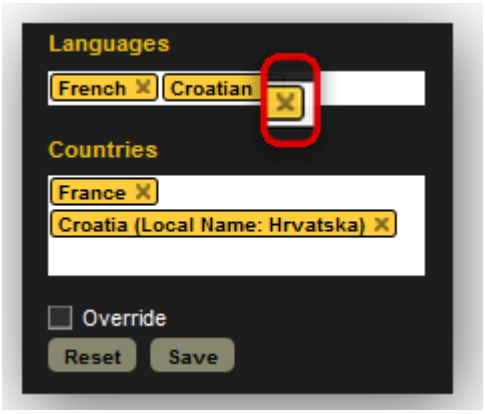


→Folder [F] confirmation of applied settings 

→Multiple languages/countries can be set by choosing multiple languages/countries for the same folder/store. To remove a language/country filter, click on the button relevant to filter.

→Filter conditions may be set for multiple countries and languages within the same folder/store



→Click the “Back” link

to check the MSDS in folders/stores if they reflect the filter conditions set.

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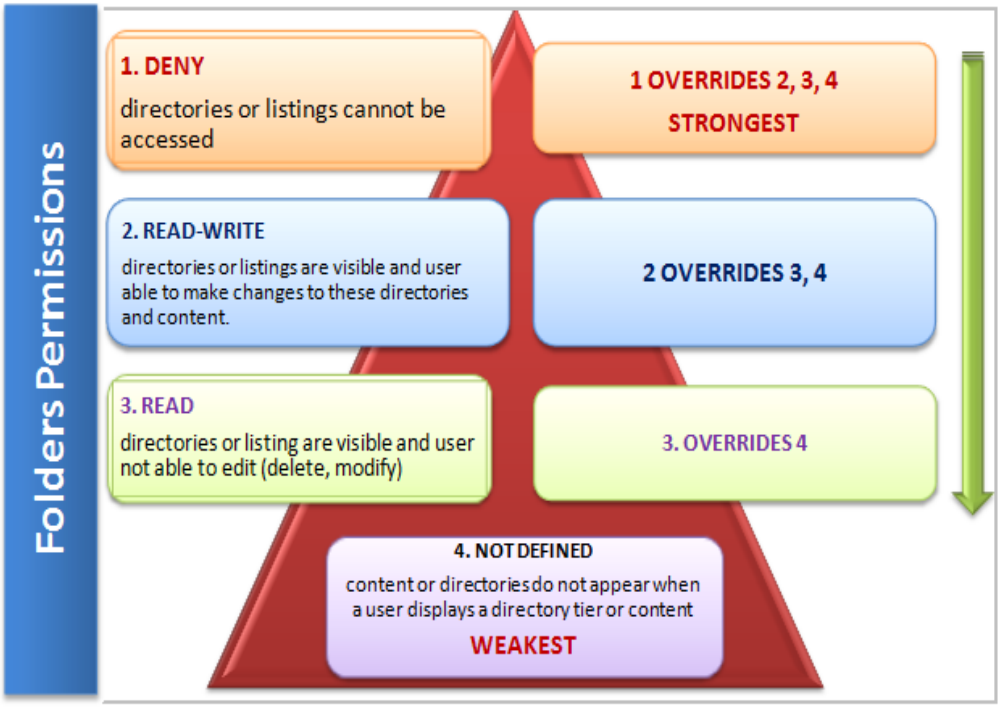
2.4 Security and User Access

The **User Access** tab will be visible to the **Administrator**. The administrator of the **ChemFFX** program within your organization has the sole responsibility of creating users, assign user roles and setting up Folder permissions. The administrator will consider whether the access will be for specific users or work positions. The security model and access follows the Microsoft Folders access model. A separate security manual will be provided to administrators of the program. The folder permissions attributes may be set for users as illustrated in the image below.


Folders Permissions
1. DENY
directories or listings cannot be accessed
1 OVERRIDES 2, 3, 4
STRONGEST
2. READ-WRITE
directories or listings are visible and user able to make changes to these directories and content.
2 OVERRIDES 3, 4
3. READ
directories or listing are visible and user not able to edit (delete, modify)
3. OVERRIDES 4
4. NOT DEFINED
content or directories do not appear when a user displays a directory tier or content
WEAKEST

Users who are encountering issues with their access to folders/stores may contact our help-desk support team through the link below.

Click on the link icon here to redirect query into your in-box and send a message.

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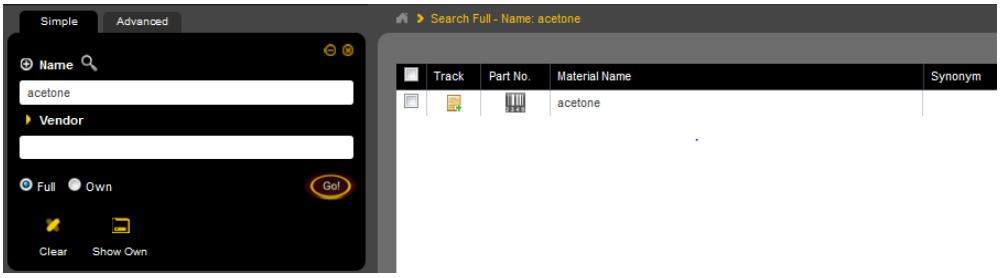
3. Search Options

The Chemwatch database can be searched by a variety of search options; chemical names, product names, synonyms, supplier/vendor name and other parameters. There are two main fields, **Name** and **Vendor** which extends to simultaneous searches of any of these two or more fields. The extended search fields include the **Advanced Search** option, which allows the search of materials by combination of **Name, Vendor and Hazard** options. There are two reference database options to search from; one is the **Chemwatch Full** (Global Database) and the **Own** (Customized Inventory). Most commonly, searches will be set to default to the entire Chemwatch Full database unless prescribed otherwise.

Search Option	Task Description 4: Drop Down Search Menu
Search by Name	
• **Search by** • Material Name • Product Name • Chemical Name • Preferred Name	Searching by **Name** can include the following options; • Search by chemical name, e.g. acetone • Search by product name e.g. thinner • Search by synonym, e.g. 2-propanone • Search by preferred name 
Drop Down Menu for other search options	
Search by CAS	
• **Chemical Abstract Substance Number**	• Search for acetone by its **CAS** number : **67-64-1**

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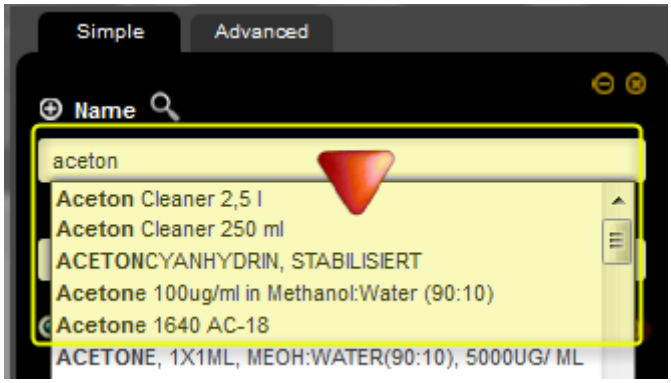
3.1 Material Search

The name of a chemical can be used as a general indicator of what you are looking for in the database. The name of a material can be a pure chemical name, trade name, product name, synonym, preferred name or shipping name. The auto-complete option in material Name search field provides a list of related family names linked as you type the text within the name field. A worked example is shown below.



The Search Panel is applicable across the UI application modules; Materials, Folders, Manifest and Risk Assessment. The following sections describe the search options available within the application.

3.1.1 Simple Mode Material Search

The table below illustrates common Search Options by Name of Material and using Indexes to find materials/chemicals for specific (M)SDS.

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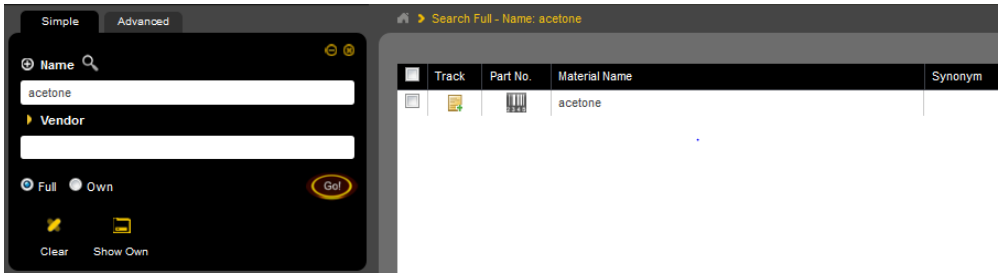
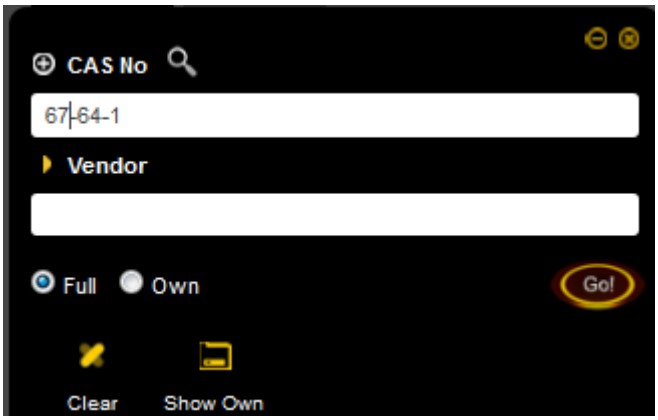
Search Option	Task Description 4: General Search
Search by Name	
Search by • Material Name • Product Name • Chemical Name • Preferred Name	Searching by **Name** can include the following options; • Search by chemical name, e.g. acetone • Search by product name e.g. thinner • Search by synonym, e.g. 2-propanone • Search by preferred name 
Drop Down Menu for other search options (indexes)	
CAS	
Chemical Abstract Substance Number	• Search for acetone by its **CAS** number : **67-64-1** 

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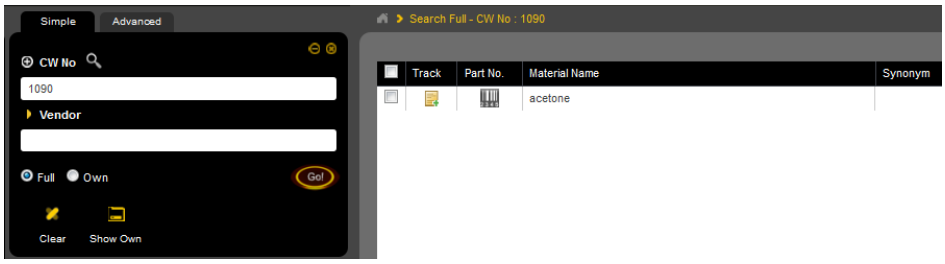
3.1.2 Simple Mode Material Search Indexes

The table below shows illustrations of other Search Options using indexes

CW Number	
Chemwatch Number 	Chemwatch assigns each chemical a Chemwatch Number (**CW** number) in the database system such each CW number is searchable and displays an exact match of the MSDS. • Search by **CW** number **1090** displays a list of material matches assigned CW1090. 
EINECS No	(European Inventory of Existing Commercial Chemical Substances) These are substances, excluding polymers, which were commercially available in the EU from 1 January 1971 to 18 September 1981. These were considered registered under Article 8(1) of directive 67/548/EEC. The identifying number of these substances is called the **EINECS number**.
UN No	**UN numbers** or **UN IDs** are four-digit numbers that identify hazardous substances, and articles (such as explosives, flammable liquids, toxic substances, etc.) in the framework of international transport. A chemical in its solid state may receive a different UN number than the liquid phase if their hazardous properties differ significantly; substances with different levels of purity (or concentration in solution) may also receive different UN numbers. UN numbers range from UN0001 to about UN3500 and are assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods. They are published as part of their *Recommendations on the Transport of Dangerous Goods*, also known as the *Orange Book*. There is no UN number allocated to non-hazardous substances.
DG Class 	**Dangerous Goods (DG)** are divided into classes on the basis of the specific chemical characteristics producing the risk. Dangerous Goods include materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, bio-hazardous, toxic, pathogenic, or allergenic. There are **9 main classes of UNDG classification**.

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	Class 1: Explosives Class 2: Gases Class 3: Flammable Liquids Class 4: Flammable Solids Class 5: Oxidizing Agents and Organic Peroxides Class 6: Toxic and Infectious Substances Class 7: Radioactive Substances Class 8: Corrosives Class 9: Miscellaneous All the DG Classes can be searched by the class number, e.g. DG Class**1** will display materials that are explosives. They are designated diamonds to each class as shown in the left column. **Packing Group** Packing groups are used to indicate the degree of danger associated with dangerous goods within a given class. Packing Group I (**PG I**) → **Great Danger** Packing Group II (**PG II**) → **Medium Danger** Packing Group III **(PG III)** → **Minor Danger** **For more information, click on the UN icon** to open the UNECE DG home page. Click on the link here to open UNECE GHS Presentations for reference.
User Part No	Part numbers can be stock numbers assigned to material MSDSs by users. **User Part Numbers** can be used to search for those MSDSs and these can be summarized as your own stock numbers or code assigned.
Vendor Part No	**Vendor Part numbers** are assigned to materials' MSDSs and these can range from product codes or product numbers assigned by manufacturers. These are normally found in Section 1 of any vendor MSDS. Refer to **Part Number** section above in this table for more information. **Vendor Part Numbers** can be used to search for those MSDSs and these can be summarized as products numbers or codes designated by manufacturers into their MSDSs.
PG	Search for Dangerous Goods by Packing Group number (PG) I, II or III.
Pure	Pure substance search. "***What is a PURE Substance?"*** A pure substance is a chemical substance that is a form of matter that has constant composition and characteristic properties. Pures (as can be termed) cannot be separated into components by physical separation methods and they can be solids (diamond), liquids (water) or gases (oxygen).

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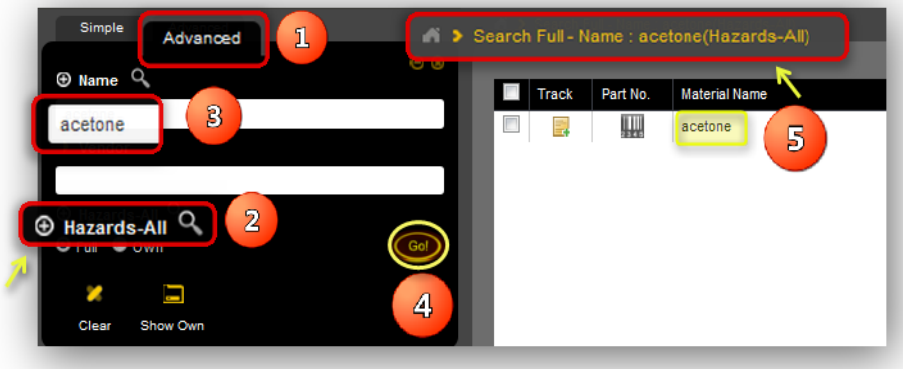
R-Code	Search by Risk Code (R-Code), e.g. R11 –Highly Flammable or R12 –Extremely Flammable
Sub –Risk	Search by Dangerous Good Sub-Risk. Dangerous Goods may contain sub-risks in the classification code, e.g. DG Sub Risk 5.1

3.1.3 Advanced Mode Search Options

Advanced Mode	Task Description 2: Advanced Mode Search for Material
Advanced Search **Notes**	Search for a material and apply **Advanced Search Mode** to include a hazard category ❶Click on the "**Advanced**" button Advanced within the search panel header layer ❷Select **Hazard ALL drop down link** to expand hazard category menu ❸Click to select **hazard category** to apply to the search criteria ❹Click on the Go! button ❺Select chemical name to display (M)SDS.  →**Activity:** Search for material by applying the "carcinogen" category. →Hazard/Dangerous categories may not be applicable to all chemicals. A hazard substance search may not display any records for a non-hazardous category.

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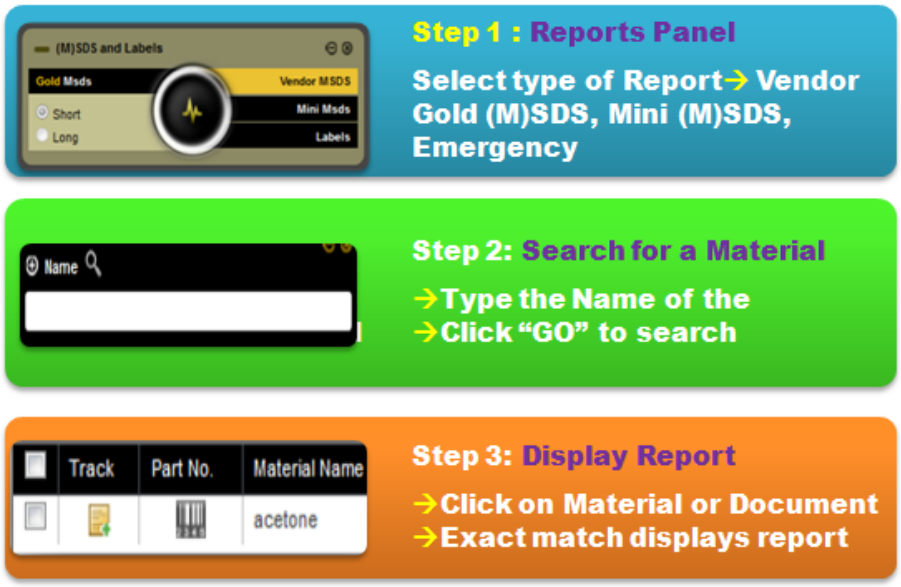
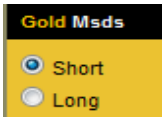
3.1.4 Simple Mode Search for Reports

The Reports Panel UI contains five main reports to search for specific materials. The first step is to select a report icon and then conduct a search for a material to display a particular report.



The following section detail the respective task descriptions on how to conduct a search to display the various types of reports in Step 1 above.

Search Option	**Task Description 4: Search by Name for a Gold MSDS**
Name/CAS Search	
	Searching by **Name** can include the following options; ❶Click on the **Gold MSDS** button (select short or long) on the report panel to activate ❷Search by chemical name, e.g. type the name "**acetone"** in the **Name/CAS** text field ❸Select Full (Chemwatch Global Database)option for the search reference database ❹Press on the button ❺**Select chemical name to display Gold MSDS for the chemical.** Translate a Gold(M)SDS into other languages by choosing a language/country from the "Language Menu" for your jurisdiction.

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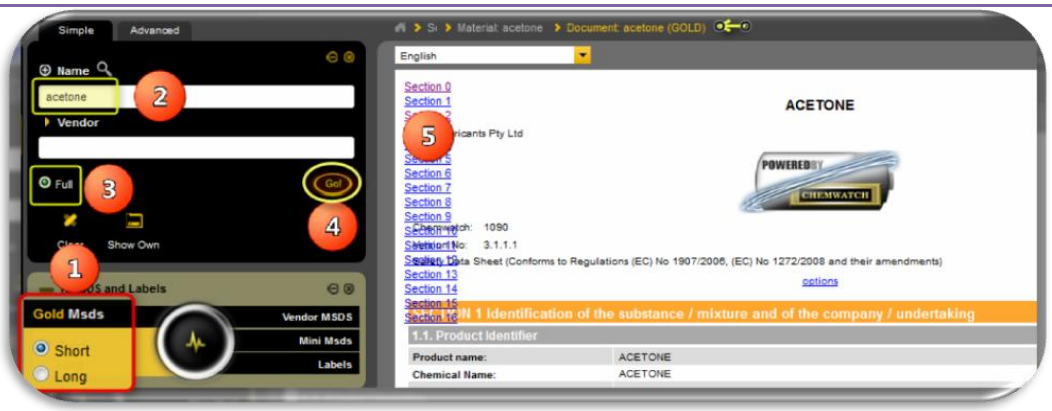
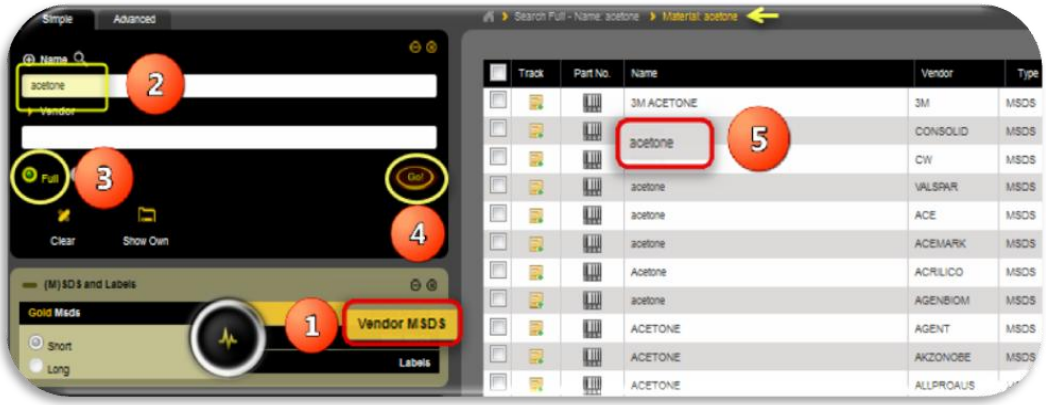


Search Option	**Task Description 5: Search by Name for a Vendor MSDS**
Vendor MSDS	Searching by **Name** can include the following options; ❶Click on the **Vendor MSDS** button on the report panel to activate ❷Search by chemical name, e.g. type the name "**acetone"** in the **Name/CAS** text field ❸Select Full (Chemwatch Global Database)option for the search reference database ❹Press on the button to search for vendor (M)SDS ❺**Select chemical or document name to display Vendor (M)SDS for the chemical.**



If there's more than one supplier, a **list of documents** will display.

❻Click on the "**document name"** to display vendor MSDSs

❼Content and structure of a Vendor MSDS is discussed in proceeding sections.

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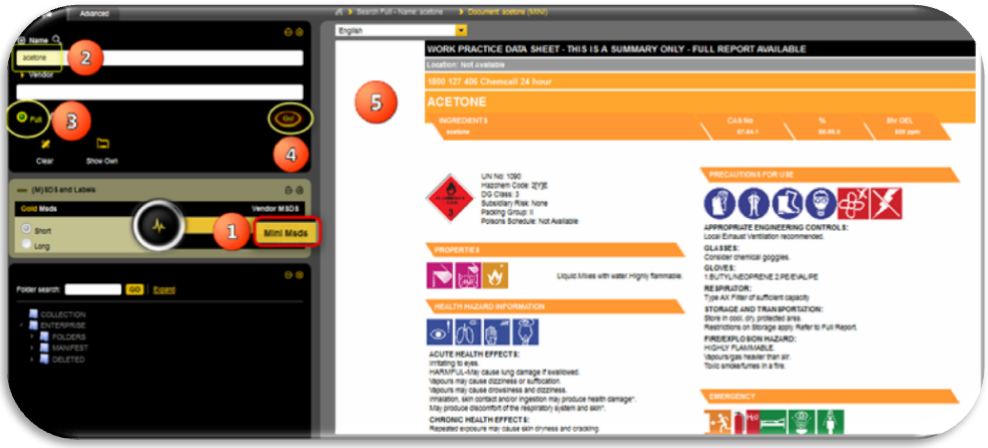
Search Option	Task Description 5: Search by Name for a Mini MSDS
Mini Msds	Searching by **Name** can include the following options; ❶Click on the **Mini MSDS** button on the report panel to activate ❷Search by chemical name, e.g. type the name "**acetone"** in the **Name/CAS** text field ❸Select Full (Chemwatch Global Database)option for the search reference database ❹Press on the Go! button ❺Mini MSDS for the chemical name "**acetone"** is loaded in view mode. Translate a Mini (M)SDS into other languages by choosing a language from the "Language Menu" English 
Search Option	**Task Description 4: Search by Name for a Label Format and Size**
Name/CAS Search	
Labels	Searching by **Name** can include the following options; ❶Click on the **Label** button on the report panel to activate ❷Search by chemical name, e.g. type the name "**acetone"** in the **Name/CAS** text field ❸Select Full (Chemwatch Global Database)option for the search reference database ❹Press on the Go! button ❺Click on the chemical name to load label templates panel ❻ Label template gallery panel loads the default template. Select the drop down arrow to choose from the list of template available for the various label formats/sizes, e.g. "14 Labels per page" ❼Click the OK button Ok load label template.

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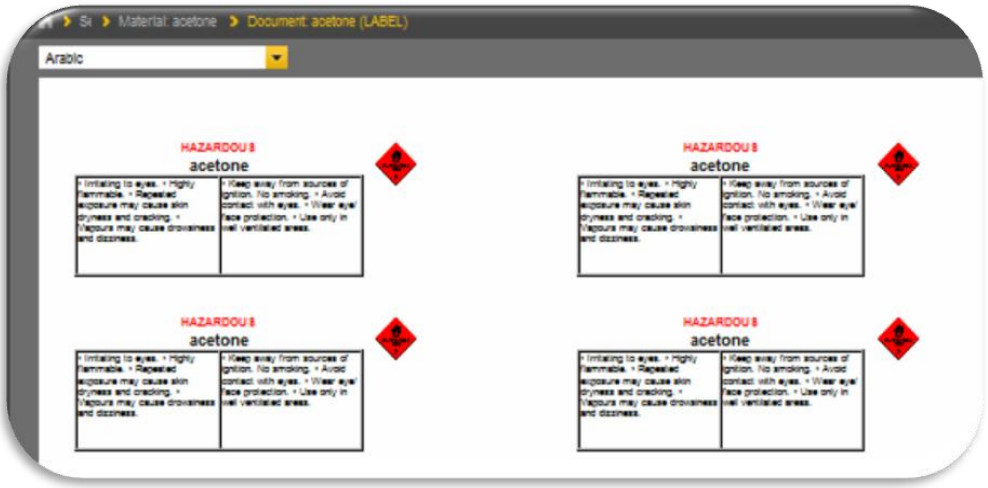
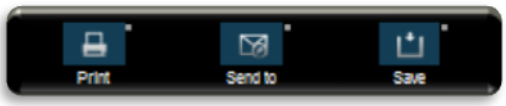
8 Template loads selected label format/size.



9 Print, mail or save label using the toolbar icons.



Header Fields	Insert or Remove column(s) within the Material List
Remove or Hide columns	The Chemical list Headers may be removed by right click option. **Right click** on the **Material List Header** to choose option to **hide a column** (**Material/Synonym** or both) using the checkbox next the header options

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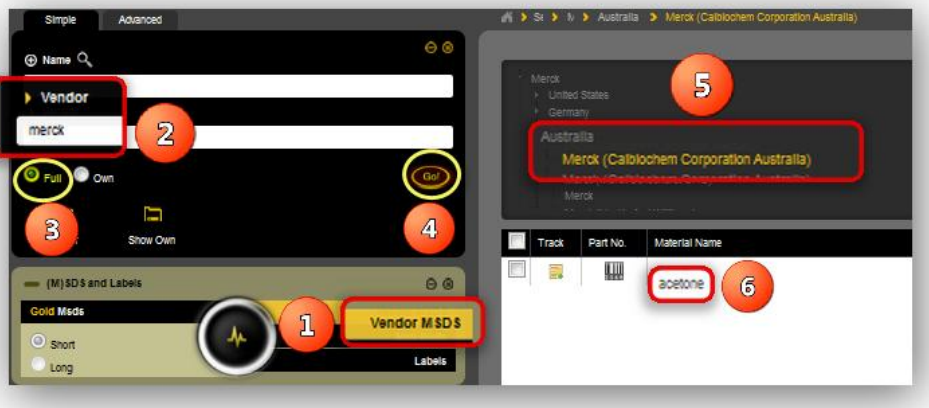
3.2 Vendor Search

The supplier or manufacturer name can be used separately to specify only the products of that particular supplier. Note that the results may or may not display all the supplier MSDSs from that manufacturer. However, only the ones available within the Chemwatch database at the time of search.

3.2.1 Simple Mode Vendor Search

Search Option	Task Description 6: Search by Vendor for a Specific (M)SDS
Vendor Name Search	
Search by Vendor Supplier Manufacturer	Searching by **Vendor Name** can include the following options; ❶ **Click on the Vendor (M)SDS report button** ❷ Search by supplier name, e.g. type the name "**Merck"** in the **Vendor** text field ❸ Select Full (Chemwatch Global Database) option for the search reference database ❹ Click on the button ❺ Select and expand the vendor address/location to choose respective address to display a list of available MSDSs from that location ❻ Click on the "**material name"** to display vendor MSDSs 

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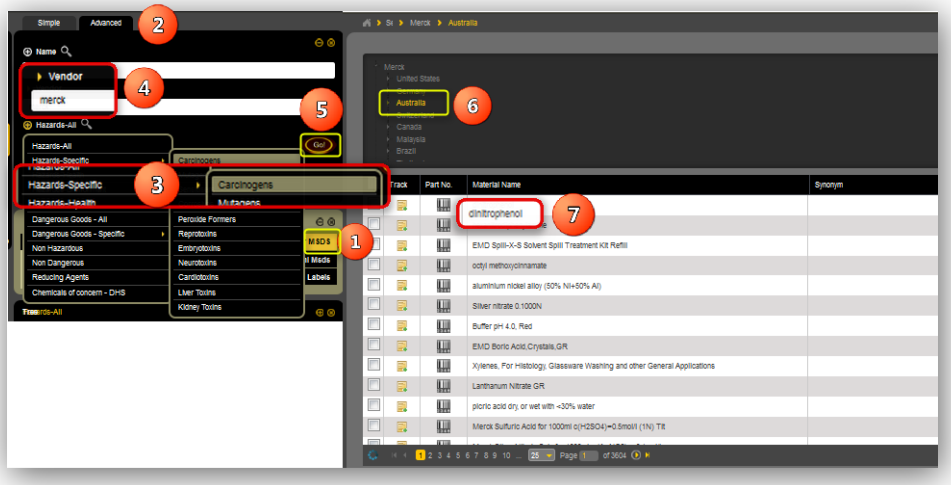
3.2.2 Advanced Mode Vendor Search

Search Option	Task Description 6: Advanced Mode Search by Vendor for a Specific (M)SDS
Advanced Mode - Vendor Name Search	
• **Search by** Vendor & Hazard Category	Searching by **Vendor Name** can include the following options; ❶ **Click on the Vendor (M)SDS report button** ❷ Click on the "**Advanced**" button within the search panel header layer ❸ Click **Hazard–All** link to select hazard category – **Hazard-All/Hazard Specific/Carcinogens** to apply to the search criteria for **Carcinogenic vendor (M)SDS.** ❹ Select Full (Chemwatch Global Database) and Search by supplier name, e.g. type the name "**Merck"** in the **Vendor** text field ❺Click on the button ❻Select and expand the vendor address/location to choose respective address to display a list of available MSDSs from that location ❼Click on the "**material name"** to display vendor MSDSs 	

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3.3 Material and Vendor Search

The task descriptions below illustrates the combination search for both material and vendor (supplier or manufacturer) to obtain the specific (M)SDS.

3.3.1 Simple Mode Material and Vendor Search

Search Option	Task Description 6: Search by both Material and Vendor Names for a Specific (M)SDS
Material and Vendor Name Search	
Search by Vendor, Supplier/ Manufacturer	Searching by **Material and Vendor Name** can include the following options; ❶ **Click on the Vendor (M)SDS report button** ❷ Click on the "simple mode" button ❸ Type the material name e.g. "**Acetone"** in the **Name** field and vendor name "**Merck"** in the **Vendor** text field ❹Select Full (Chemwatch Global Database) option for the search reference database ❺Click on the button ❻Click on the "**material name"** to display vendor MSDSs →(M)SDS displays!

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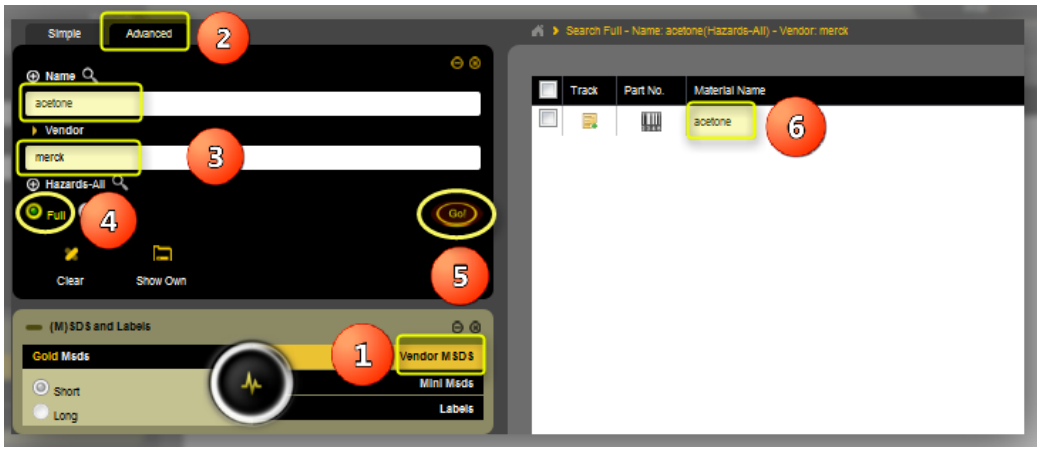
3.3.2 Advanced Mode Material and Vendor Search

Search Option	Task Description 6: Advanced Mode Search by Material and Vendor for a Specific (M)SDS
Advanced Mode Search by Material and Vendor	
Search by Material, Vendor & Hazard Category 	Searching by **Material, Vendor and Hazard Category** can include the following options; ❶ **Click on the Vendor (M)SDS report button** ❷ Click on the "**Advanced**" button Advanced within the search panel header layer ❸ Type the material name e.g. "**Acetone"** in the **Name** field; vendor name "**Merck"** in the **Vendor** text field and then click **Hazard–All** link Hazards-All to select hazard category **"Hazard-All"** to apply to the search criteria ❹ Select Full (Chemwatch Global Database) and Search by supplier name, e.g. ❺ Click on the Go! button ❻ Click on the "**material name"** to display vendor MSDSs 

3.4 (M)SDS Format and Structure

The acronym [MSDS] is used across the user guide and refers to a document authored by manufacturers and organizations across the world. The "Safety Data Sheet' (SDS) is a globally accepted document as the standard international document widely used in Europe and other GHS countries to meet regulatory standards and compliance.

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3.4.1 What is an (M)SDS?

An M**SDS** (Australia), also known as P**SDS** (COSHH data sheet, UK), is a form or document with data regarding the properties of a particular known substance. It is regarded as an important component of product stewardship and workplace safety for the provision of procedures for handling and working with that substance. The MSDS contains information ranging from physical data (boiling point, melting points, flash point, toxicity, etc), health effects, first aid, reactivity, storage, disposal, protective equipment, spill and fire emergency procedures, regulatory classification, e.g., NOHSC, ADG7 Code, GHS (Australian). (M)SDS formats can vary from one source to the other depending on the **national legal requirements on compliance and standards**.

An MSDS for a substance (pure or mixture) is primary used at workplace environments and focuses on the hazards in working with the material in an occupational setting. It is important to use an MSDS specific to both country and supplier, as the same product sold under identical brand names by the same company can be different in formulations in different countries.

3.4.2 (M)SDS Format and Preparation

The MSDS Format and Preparation (Australian Regulations)

The responsibility to prepare an MSDS for a hazardous substance and/or dangerous goods lies with the manufacturer. A supplier is defined as a manufacturer or importer of the material or product and must provide an MSDS upon supply of the material. Duties and obligations for the production, review, revision and supply of MSDSs are prescribed in the National Model Regulations for the Control of Workplace Substances. The National Code of Practice for the Preparation of Material Safety Data Sheets (MSDS Code) provides guidance on the preparation of an MSDS. The Second Edition of the code provides guidance on the preparation of a 16 header MSDS, which is consistent with the information requirements of the globally harmonized format. The (M)SDS content description of the structure can be found in the glossary for more information.

(P)SDS) Format (EU/UK)

SDS are no longer part of the CHIP regulations, but still have to be provided to chemical professional users as per reference to Article 31 and Annex II of the REACH Regulation. The chemical SDS has to be supplied upon issue of chemical and if chemical compositions change. Classification information related to COSHH, CLP and REACH SDS can be found in the web address links below.

- http://www.hse.gov.uk/chip/law.htm
- http://www.hse.gov.uk/reach/resources/reachsds.pdf

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Other resources for reference online for more information

click on the UN icon to open the UNECE DG homepage.

Click on the link here to open UNECE GHS Presentations for reference.

Click on the link here for the Australian GHS modelled from the Workplace Health and Safety Regulations

Click on the link here for the Australian Dangerous Goods Code

Click on the link here for the USA Classification System (GHS) homepage

Click on the link here for the REACH regulations in the UK for Health and Safety Executive homepage

Click on the link here for REACH EU homepage

Click on the link here for NZL legislation and EPA homepage/hazardous substances

3.4.3 (M)SDS Structure

The **16 header MSDS** contains the following sections as defined in the code. All sections of an MSDS should be completed. Where information relevant to a particular section is not available, the MSDS should state '**Not available'**. The table below describes only the core information required in each section of an MSDS as per compliance.

Click on the link here to redirect to the generic Structure of an (M)SDS.

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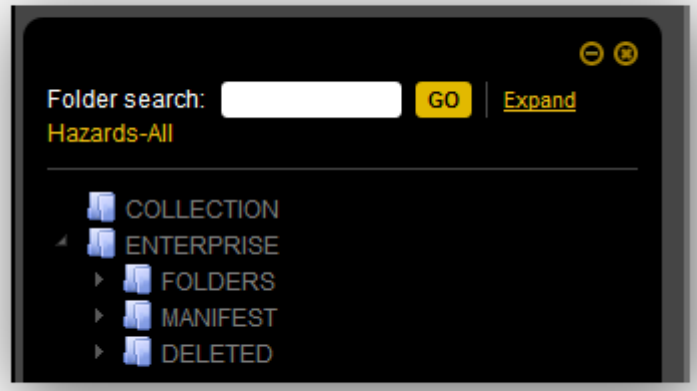
4. Folders Module

The Folders Module

UI consists of various features; the tree structure, search panel and a window to display folder/store contents. This module is designed for the management of chemical registers by creating folders and/or stores, distributing materials into those folders/stores. Folders are created in order to populate them with materials from the reference database, that is customizing your own inventory.

The "Expand" link opens the tree structure to view folders/store. Folder/Stores may be created as Areas, Sections, and Locations/stores within an organization's premises or regional sites depending on the size and operational infrastructure where hazardous substances and dangerous goods are stored on those site(s). Notice the tree structure view below, clicking on the Expand link will expand the entire tree structure into tiers/divisions of existing folders/stores.



The systems default directories (including the "**UNFILED** folder) are denied edition or manipulation. Any materials or folders/stores removed within the program will be deposited into the "**DELETED**" directory.

Folder Security can be applied to the folder tree structure to protect contents and secure modification and/or deletion of individual folders/stores and its contents. User access permissions allowable are; **Read-Write, Read Only** and **Deny** access. The deny access permission hides the folder/store applied and hence, a user with the latter permission allow hidden folders/store to be invisible to that user. Folder Security and UI attributes are set up by the program administrator within your organization.

This module allows the distribution of entire personalized folders with their contents and also the transfer of single or multiple materials by using the **drag and drop functionality**. Folders (and entire contents) can also be **copied and moved** by using the mouse **right-click functionality** into other folders/stores on tier levels. Single materials may be hidden from general view by the administrator of the program. The screen below illustrates the mouse right

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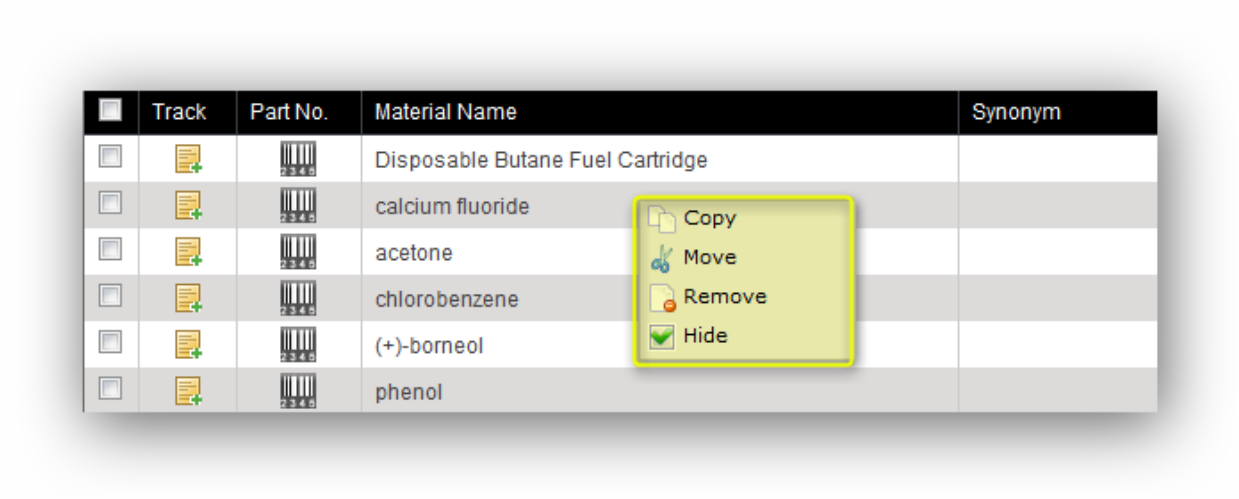
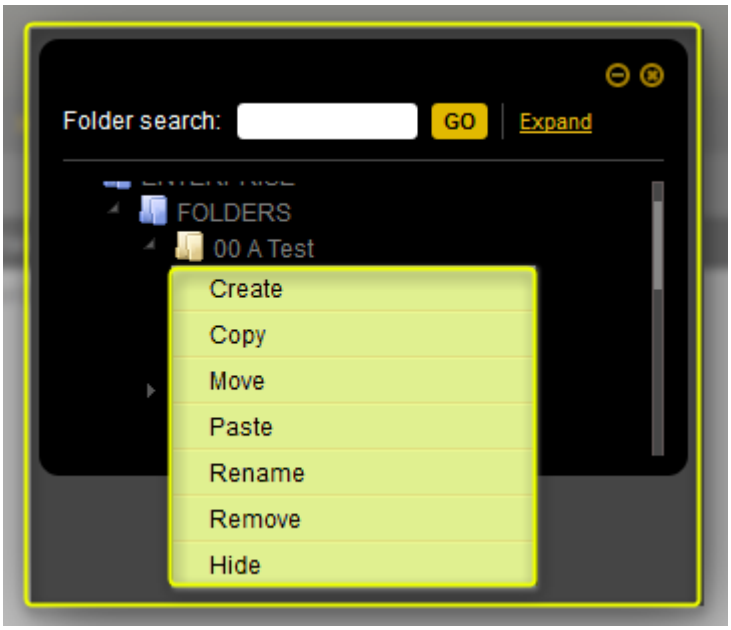
click options to **copy; move and remove (delete) functionalities**.



The mouse **right click model** has been implemented to improve speed and performance and usability of the Tree Structure features. The **mouse right click functionality** on the tree displays the **edit menu** options available at a single click. Note that the administrator (high end user) may choose to **hide any folder/store** from general view and hence hidden folders/stores will be invisible to other users. The applications folder tree structure also utilizes the drag and drop functionality to easily manage folders/stores. The screen below shows the mouse right click edit menu within the folder tree structure.



The following sections discuss how to “create and edit” folders/stores as well the distribution of single and multiple materials.

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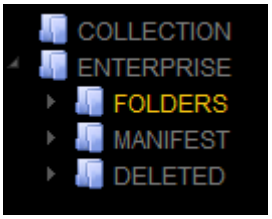
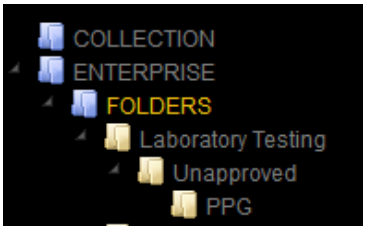
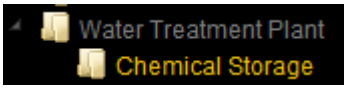
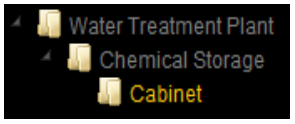
4.1 Creating Folders

A: Sites (start here)	B: Divisions	C: Locations
Regional sites, organizational **Areas** (premises) or tiers of the default system's directories. 	Departments, Buildings, Areas, **Sections.** 	**Locations**, **sub-locations**, stores. Below shows tier levels within the Folders directory 
Task Description 7 : Creating a Folder - Area	**Task Description 8 :** Creating a division - department	**Task Description 9 :** Creating a location - store
1. **Right click** on **Folder directory** 2. Select '**create**' from the menu 3. Type the name of the folder, e.g. 'Water Treatment Plant 4. Click the **SAVE** button. Folder name is created in level 1. 	5. **Right click** on **area** name 'Water Treatment Plant' 6. Select '**create**' 7. Type the name of the department, for example, Chemical Storage in the add panel 8. Click the **SAVE** button. Sub-folder name is created at level 2. 	9. **Right click** on "Chemical Storage'. 10. Select '**create**' 11. Type the location name/store name, e.g. Cabinet 12. Click the **SAVE** button. Folder location name is created at level 3. 

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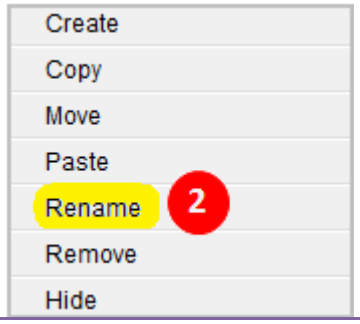
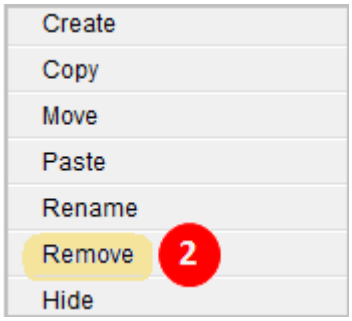
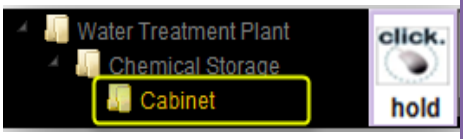
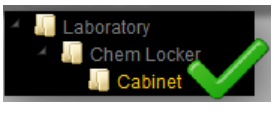
4.2 Editing Folders

Task Description 10 : Rename a Folder	Task Description 11 : Remove (Delete a Folder)	Task Description 12 : Edit Folder: Copy, Move, Paste
1. **Right click** on Folder to rename 2. Select '**Rename**' from the menu 3. Type new folder name 4. Click on any GUI space or press Enter on keyboard 	1. **Right click** on Folder to delete 2. Select '**Remove**' from the menu 	1. **Right click** on Folder to copy or move this folder 2. Select '**Copy**' from the menu 3. Click '**Move**' to move folder 4. **Right click** on destination folder 5. Select '**Paste**' from the menu

4.2.1 Drag and Drop Folders

Task Description 13 : Click and hold a folder	Task Description 14 : Drag a folder (move)	Task Description 15 : Drop a folder (move onto destination)
1 Automate left mouse click on a source folder/store and hold. 	2 Drag the folder/store as portrayed below into a destination folder/store 	3 Drop the entire folder/store onto a destination folder as portrayed below  **Folder moved successfully**

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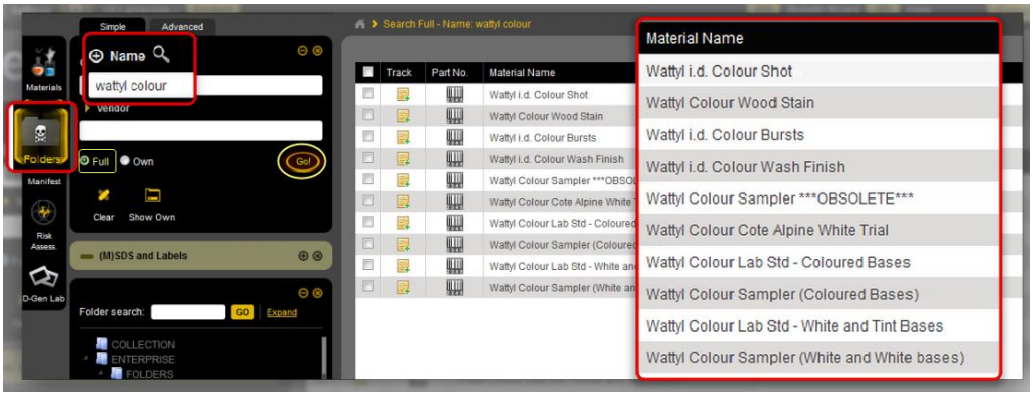
4.3 General Search in Folders Module

General search applies to both materials and folders/stores. The table below illustrates various types of search links within this module.

4.3.1 Search for Materials in Folders Module

Search Option	Task Description 22: Searching for Materials in Folders Module
Material(s) Search	
Chemical Name Search	Searching by **Name** can include the following options; • Search by **chemical name**, e.g. acetone • Search by **product name** e.g. thinner • Search by **synonym**, e.g. 2-propanone • Search by **preferred name** through the • Search by **company name** (some manufacturers use their own supplier names as part of the product name or trade name, for example, conduct a **name search for "Wattyl Colour"** products in the Name field. →Wattyl products listed. 
	For more search options; click on the link here **to go to the Search Options in** [Section 3]

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4.3.2 Search for Folders in Folders Module

Search Option	Task Description 23: Searching for Folder(s) in Folders Module
Folder(s) Search	
Folder name search	Search by folder name **identifies folder's location** within the tree structure ❶Type the name of the folder/store in the folder search text field ❷Click the GO button Search for folder name, e.g. Cabinet as depicted below → The folder Cabinet is highlighted within the tree. If a folder does not exist, a message displays "**No Results**". ❸Click on folder name to view contents.

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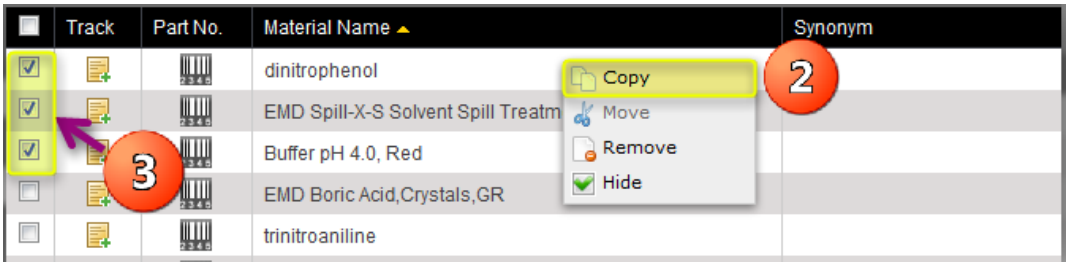
5. Distributing Materials or Chemicals

5.1 The Show Own List

The Show Own list (your organizational chemicals register) provides a register of your own organization's register of products provided to Chemwatch as an inventory or created by organization users. Materials can be distributed across the program tree structure by drag and drop functionality; **Copy, Move or Remove** single or many items from a chemical list or document list and when viewing the MSDS. To view an MSDS, click on a chemical name to display an exact match or further select from a document list if there are more than one suppliers linked to a chemical name. The instructions below illustrate the steps on how to "**Distribute Materials**" from own list.

Materials Register	**Task Description 16 : Distributing Materials from Own register (customized inventory)**
Drag and drop Materials – Copy a single or multiple material(s) from 'Show Own' list	
Show Own List	❶Press on '**Show Own**' button within the search panel Resultant Screen: **Materials list displays** **Option 1: Drag and drop functionality** →Use left mouse click: click and hold material name, then drag and drop into a folder/store. →Follow the notification message(s) where applicable and finally close confirmation message. **Option 2: Follow the steps below to "Copy single or multiple materials" as illustrated** ✓ ❷Right click the mouse on the applicable chemical name and select the copy button  ❸Select checkbox alongside material name (single or many). The example above illustrates copying three materials from the material list.

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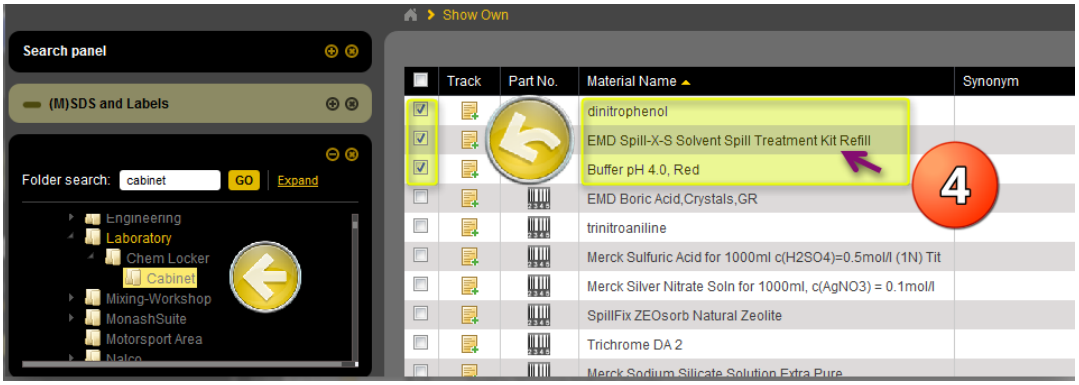
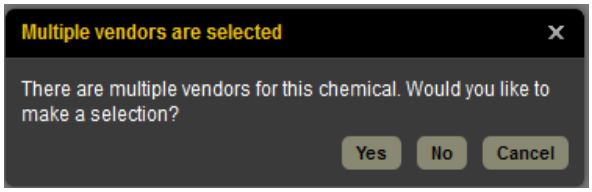
❹ **Drag and drop** selected materials into a folder/store within the tree structure.



Note: Option Message

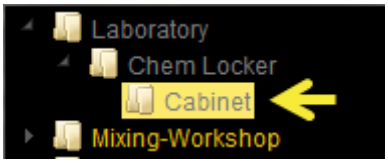
If materials are selected from a Material List, a message displays to confirm copying all vendor MSDS. Choose "**YES**" to continue to further select and continue with the process as stipulated in steps 2 to 4 above. Choose "**NO**" adds all selected materials into folder/store. However, if materials are selected from the document list, the program adds all marked documents into destination folder/store.


Multiple vendors are selected
There are multiple vendors for this chemical. Would you like to make a selection?
Yes
No
Cancel

→ After selecting "YES" option, the program displays a list of documents (vendor MSDS) to choose appropriate supplier MSDS. Follow the steps on how to drag and drop into folder/store.

❺ Click on **OK** button on the copy complete confirmation message.

→ Folder will be highlighted in blue once the chemicals have been successfully copied.



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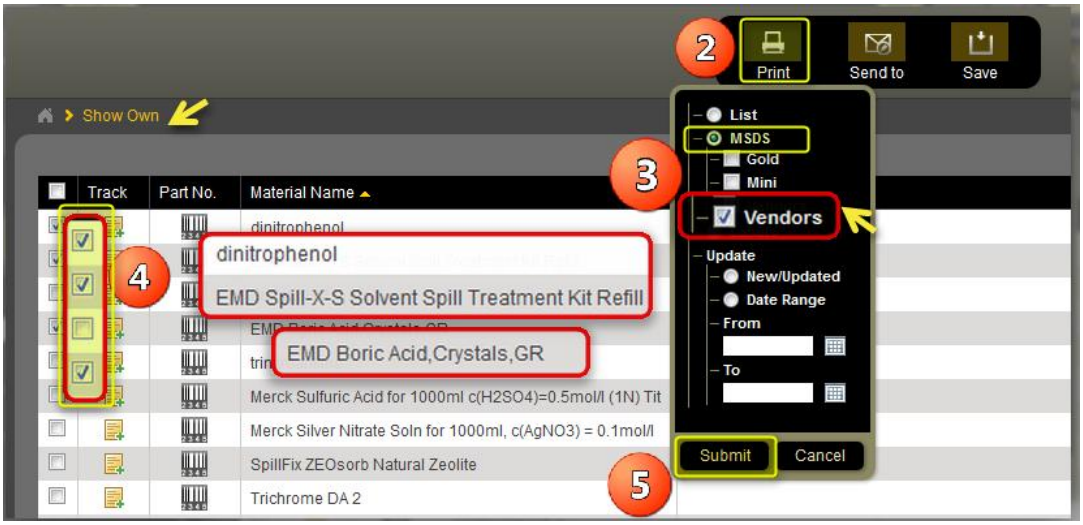
5.2 Print, Email or Save Reports

Materials lists and MSDSs can be **printed, saved** or **emailed** through the **task bar icons** within a chemical list, document list and on MSDS view. The table below illustrates the stepwise tasks to follow through the activity.

Materials Module	Task Description 18 : Printing Vendor MSDSs as a batch file
Printing Vendor MSDSs from 'Show Own' list	
Printing Selected Material	❶ Press on '**Show Own**' icon →Materials list displays ❷Click the print icon on the task bar. The print panel displays options ❸Select the "Vendors" option under MSDS ❹Select header checkboxes alongside each material name →**Optional:** Select checkbox to print all materials listed ❺Press the submit button from the print panel.  **Optional Update Menu** Choose any newly updated MSDS versions or apply a date range to print specific MSDS.

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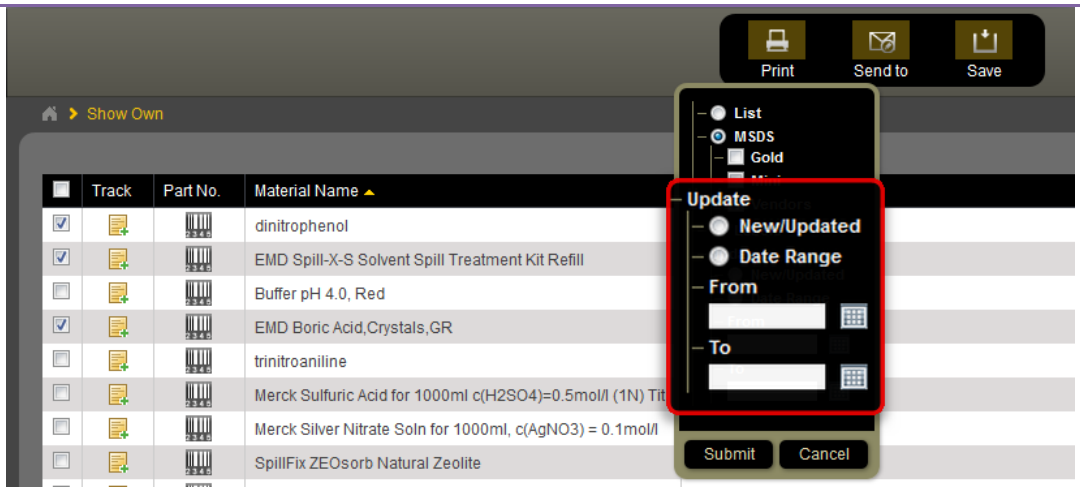
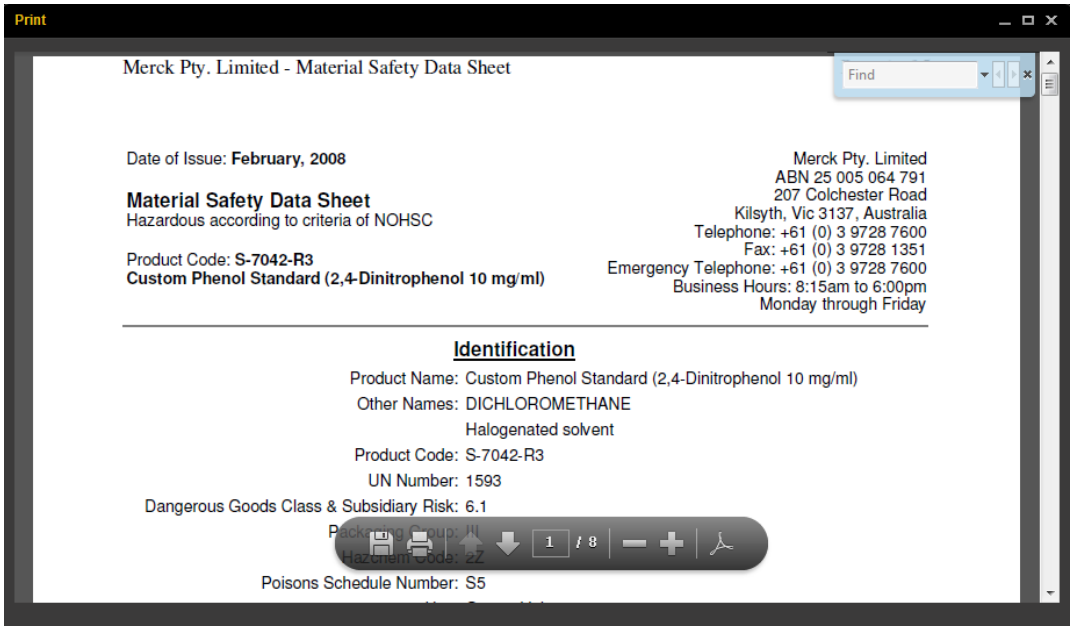


6 The program will open batch window downloaded MSDS. Print MSDS from the acrobat reader program.


Print
Merck Pty. Limited - Material Safety Data Sheet
Find
Date of Issue: February, 2008
Material Safety Data Sheet
Hazardous according to criteria of NOHSC
Product Code: S-7042-R3
Custom Phenol Standard (2,4-Dinitrophenol 10 mg/ml)
Merck Pty. Limited
ABN 25 005 064 791
207 Colchester Road
Kilsyth, Vic 3137, Australia
Telephone: +61 (0) 3 9728 7600
Fax: +61 (0) 3 9728 1351
Emergency Telephone: +61 (0) 3 9728 7600
Business Hours: 8:15am to 6:00pm
Monday through Friday
Identification
Product Name: Custom Phenol Standard (2,4-Dinitrophenol 10 mg/ml)
Other Names: DICHLOROMETHANE
Halogenated solvent
Product Code: S-7042-R3
UN Number: 1593
Dangerous Goods Class & Subsidiary Risk: 6.1
1 / 8
Poisons Schedule Number: S5

The following tasks are similar to the steps above and therefore they will not necessarily be repeated. Take note of the menu options from the Save and Email menu.

Save Menu

Follow the same steps above to save MSDS or other reports as a List (html, pdf)

Send to (Email Menu)

Follow the same steps above to email data (you may choose list, MSDS type) and press the submit button to fill in the fields and send mail. Recipient(s) will receive data as attached files.

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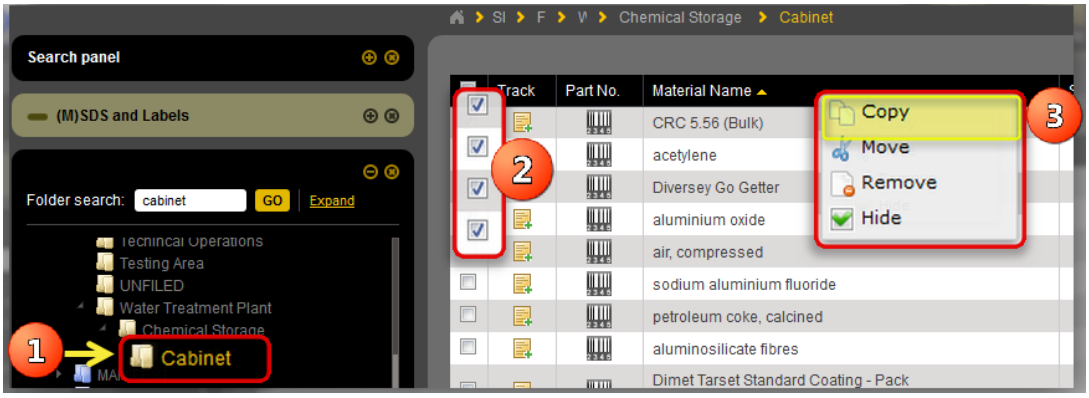
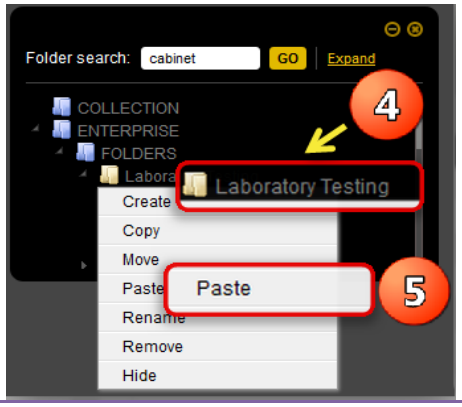
5.3 Copy, Move, Delete or Track Materials

Materials can be distributed across the folders and stores by copying or moving single or many items from a chemical list or document list and when viewing the MSDS. The instructions depicts the steps on how to distribute and track materials from own register (chemical list).

5.3.1 Copy Materials into Folders

Folders	Task Description 19 : Distributing Materials – Copy item(s)
Copying a single or multiple materials from 'Folder' Chemical List	
Folder View	❶ Click on the source '**Folder Name, e.g. cabinet** within the tree to display folder view of its contents → **Option 1: Drag and drop functionality** → **Option 2: Copy single or multiple material into a folder** ✓ ❷ Select the checkbox alongside a chemical name e.g. acetone to copy a single material name or select many checkboxes for the materials to copy multiple materials ❸ **Right click mouse** alongside a chemical name and **select the copy** button  ❹ **Right click mouse** on destination folder name to open edit menu ❺ Select the "**Paste**" option 

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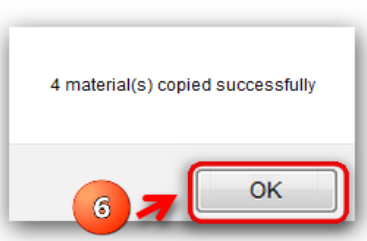
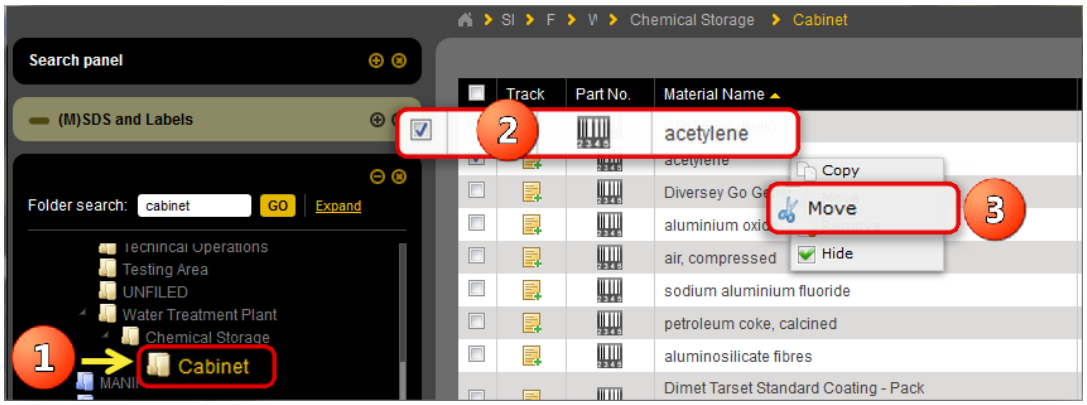
	Note: Option Message If materials are selected from a Material List, a message displays to confirm copying all vendor MSDS. Choose "**YES**" to continue to further select and continue with the process Choose "**NO**" adds all selected materials into folder/store. However, if materials are selected from the document list, the program adds all marked documents into destination folder/store. ❻ Click on **OK** button on the copy complete confirmation message. 

5.3.2 Move Materials into Folders

Folders	**Task Description 20 : Distributing Materials – Move item(s)**
Moving a single or multiple materials from 'Folder' list	
Folder View	❶ Click on the source '**Folder Name, e.g. cabinet** ❷ Select the checkbox alongside a chemical name or select many checkboxes to copy multiple chemicals ❸ **Right click the mouse** alongside a chemical name, and **select the move button**  ❹ **Right click the mouse** on destination folder and **press the 'Paste' option from edit menu**

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❺ Select **the 'Paste' option** from edit menu

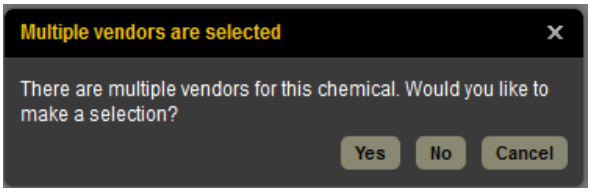
Note: Option Message

Selecting chemicals from the material name list to drag and drop may display a dialogue message to consider multiple vendors that may be available. Choose appropriately.

Choose "**YES**" to continue to further select and continue with the process

Choose "**NO**" adds all selected materials into folder/store.

However, if materials are selected from the document list, the program adds all marked documents into destination folder/store.


Multiple vendors are selected
There are multiple vendors for this chemical. Would you like to make a selection?
Yes
No
Cancel

❻ Click on **OK** button on the move complete confirmation message.

5.3.3 Remove or Delete Materials

Folders	Task Description 21 : Remove or Delete Material(s)
Remove or delete single or multiple material (s)	
Folder View	❶ Click on the source **Folder Name** within the tree to display folder contents ❷ Select the checkbox alongside a chemical name to move single material name or select many checkboxes for the materials to remove multiple chemicals ❸ **Right click the mouse** alongside a chemical name and **select the remove** option ❹ Close confirmation message

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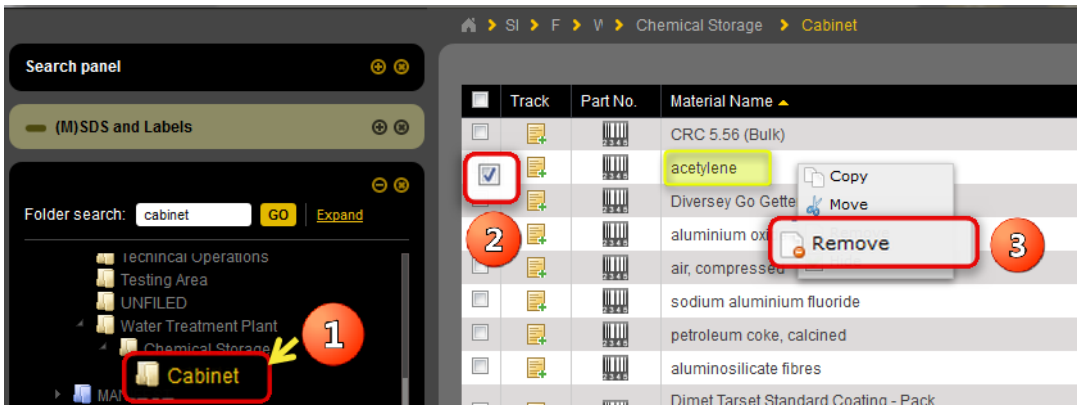
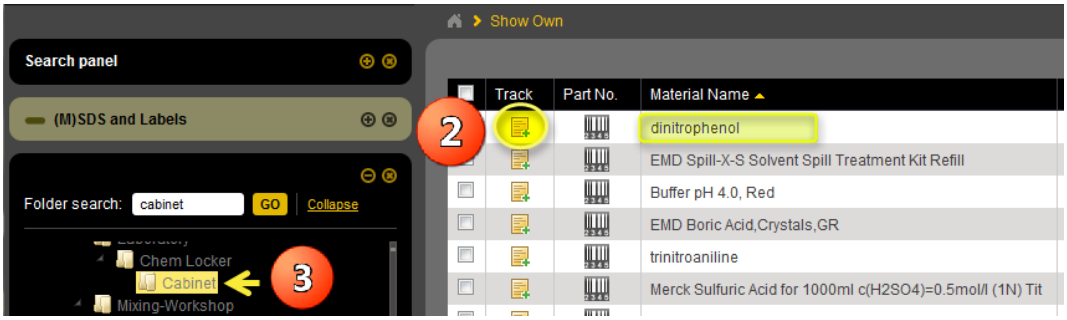


5.3.4 Track Material

Materials Register	Task Description 17 : Tracking a material
Track a single material from Show Own Material List	
Show Own List	❶Press on '**Show Own**' button → Materials list displays ❷Click on the **Track** icon alongside a chemical name as shown below  ❸Location(s) identified in folders directory.

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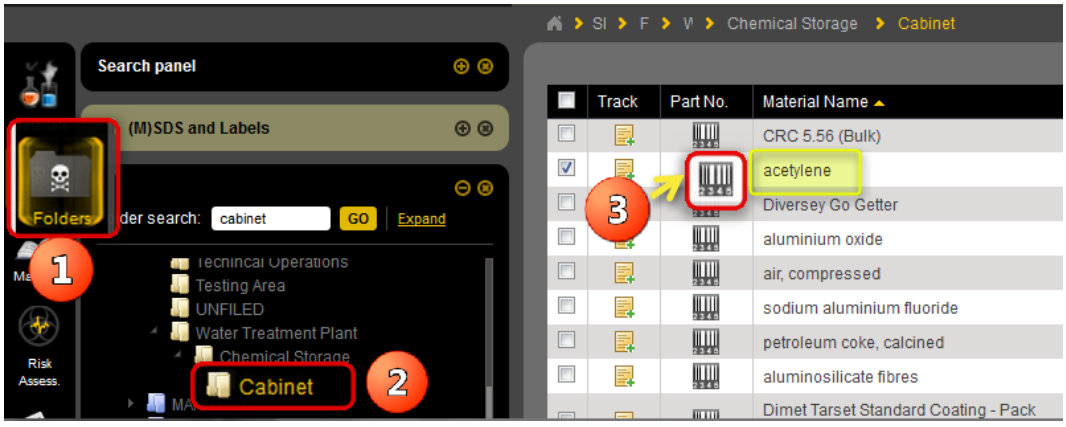
6. Create Part Numbers and Preferred Names

The Part Number screen consists of two tabs; **Part Number and Preferred Name.** The Part Number Tool is utilized to **Add, Remove (delete) and View** part numbers. A user can assign multiple codes or stock number(s) to any material in the database. Once a stock code has been assigned, user is able to search for the material using the newly assigned User Part Number rather than the material name for an exact match. There are two types of part numbers; namely the **User Part Number** and **Vendor Part Number** and the latter is normally assigned to vendor MSDS by manufacturers.

6.1 Create Part Numbers

Search Option	Task Description 24: Creating Part Numbers
Assign a User Part Number to a Material in a Folder/Store	
User Part Number	Ensure that the Global Filters in the custom filter setting have filter "**Show Preferred Name**" selected ❶ Open Folders Module ❷ Click on a folder/store with products. The Chemical list consists of a Part Number Column ❸ Click on the part number icon alongside a material, e.g. Shell Diesel as exemplified below  ❹ Select the '**Add New**' button

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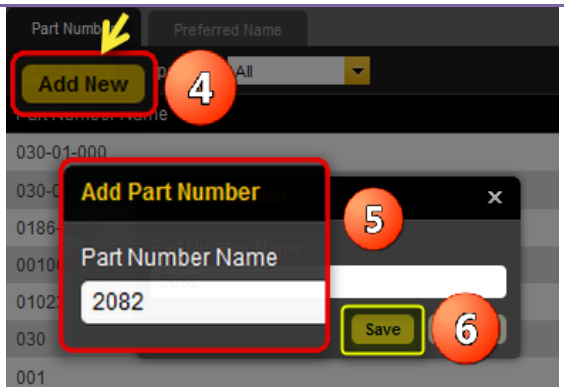
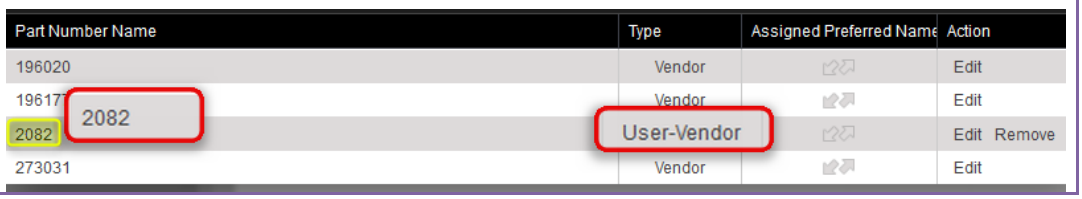


❺ Type '**Part Number**' for the material name, e.g. 2082 for 'Shell Diesel' as depicted above

❻ Click the Save button to save part number input for "user-vendor" part number.

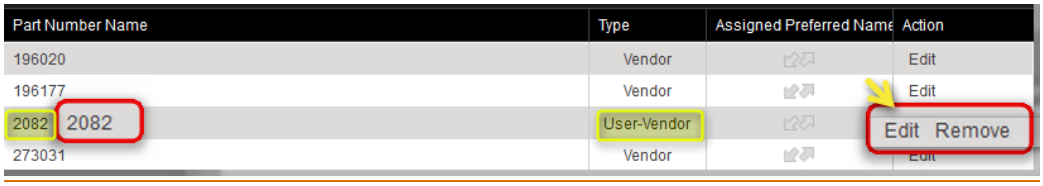


6.2 Edit Part Numbers

Edit or Remove Part Number

Task Description 26: Edit or Remove Part Number for a Material

❶ Select Edit or Remove option from the respective panel (**Part Number Name**).



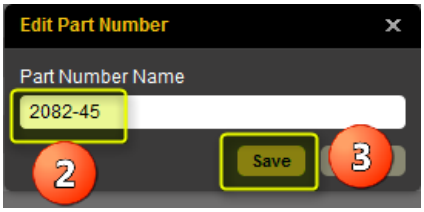
Part Number

Edit → allows the edition of current part number

Remove → delete existing part number

❷ Edit the existing part number by typing a new number/code

❸ Click on the "Save" button



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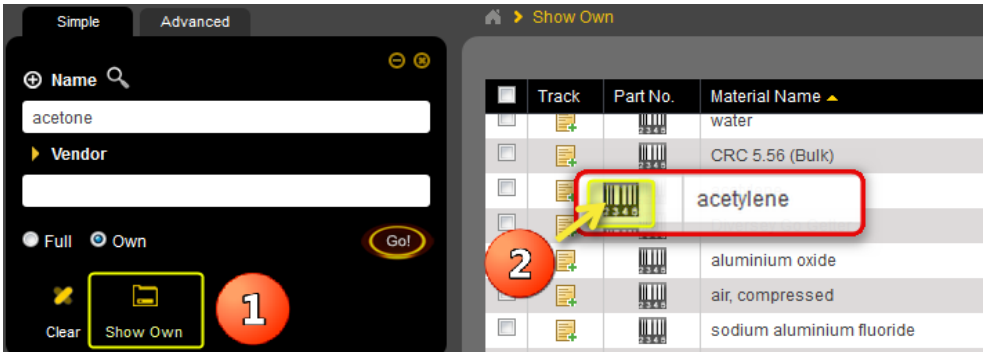
6.2 Create Preferred Names

Chemwatch developed a tool that can be used for creating your own preferred names for your products within your inventory. The user preferred names may range from pure substances to mixture of products used at the workplace. In the IUPAC system, the nomenclature may contain substances with long complex naming system which tend to be difficult for users to remember. Hence, the preferred name tool is useful in naming your own chemicals and subsequently, is able to search for the same chemicals and mixtures by simply using the assigned preferred name.

> In Chemical Nomenclature, a **Preferred IUPAC name (PIN)** is a unique name, assigned to a chemical substance and preferred among the possible names generated by IUPAC nomenclature. The "preferred IUPAC nomenclature" provides a set of rules for choosing between multiple possibilities in situations where it is important to decide on a unique name. It is intended for use in legal and regulatory situations

The task description below illustrates on how to create preferred names, edit or remove them from your inventory.

Folders Module	**Task Description 25 : Rename a Material by creating a Preferred Name**
Adding a "Preferred Name to a single material in Own Register, Folder/Store	
Preferred Name	❶On the Search Panel, click on the **Show Own** icon to display company's materials register or click on a **Folder/Store** to display contents. The Chemical list window consists of a Part Number Column ➔Note that the availability of the rename function is optional attribute based on permitted roles for users. ❷Click on the **Part Number icon** alongside a material, e.g. Acetylene as shown below.  ❸Press the "**Preferred Name**" button from the panel

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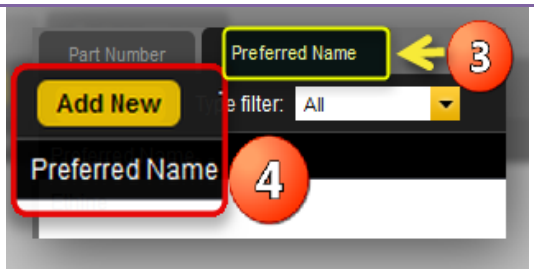


❹ Select "**Add New**"

❺ Type the new name for the material Acetylene – "**Ethine**"

❻ Click "Save"

→ Preferred Name displays as a user assigned product name

6.2.1 Edit Preferred Names

Edit or Remove Preferred Name

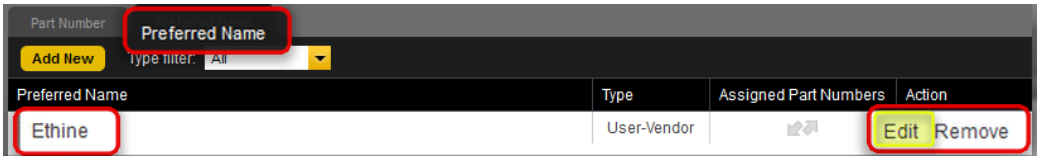
Task Description 26: Edit or Remove Preferred Name

❶ Select Edit or Remove option from the respective panel (**Preferred Name**).

Preferred Name

Edit → allows the renaming of preferred name

Remove → delete existing preferred name



❷ Edit the existing preferred name by typing a new preferred name

❸ Click on the "Save" button

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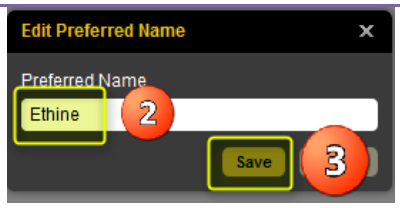
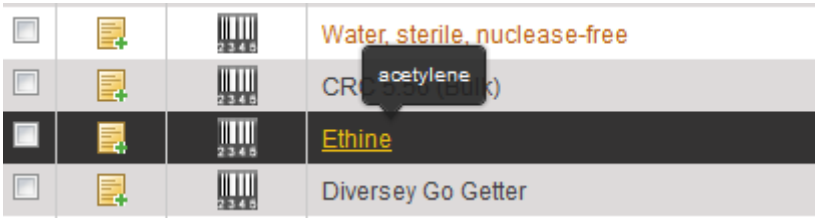


Show Preferred Names option when selected from the custom filter settings allows all preferred names (other names assigned to materials/chemical names) to show in a material/chemical list . Preferred name shows with a **mouse tip hover above the chemical** if preferred name exists for that chemical**.** Below screen shows an example of a created preferred name **(Ethine)** for the chemical **(Acetylene)** in a material list.



6.3 Customize and Display Gold MSDS

Gold MSDS	Task Description 27: Displaying a Gold MSDS (Vendor is CW/WeWrite)
Select Gold MSDs Format for a Material	Different formats of a Gold MSDS are dependent on the availability of a Gold (Chemwatch authored MSDS). ❶Click on folder/store to view a list of material register ❷Select material name that has a corresponding Gold MSDS availability →Document list of Vendor and CW MSDS displays. Note that the dependency of viewing Gold MSDS in a list has to be allowed in the custom filter settings as shown below. See Filter Settings**.** ❸Click on document name from the list to display Gold MSDS **(Vendor is CW/WeWrite)**

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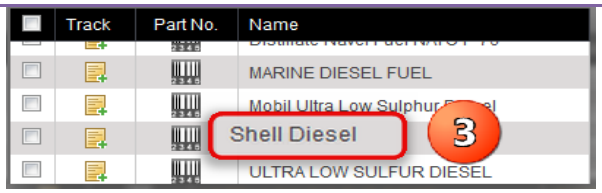
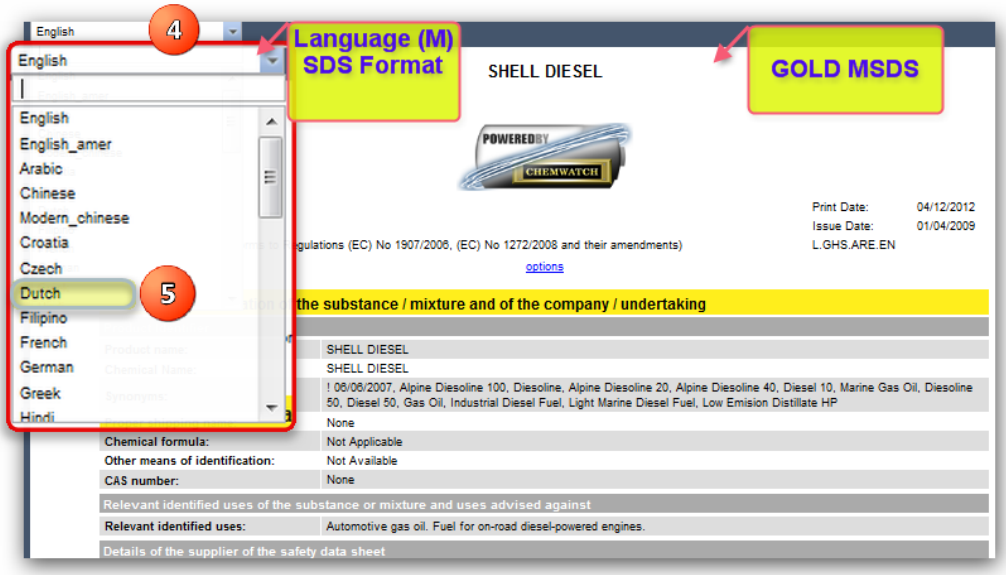


❹Press on Country/Language (optional) drop down arrow/language bar select the Gold MSDS format



❺Select Gold MSDs format language/country from the drop down menu. Gold MSDs format will load report.

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7. Manifest Module

The Manifest Overview

The principal purpose of the manifest is to provide the emergency services authority with information on the quantity, type and location of dangerous goods stored and handled on premises to enable them to respond to an incident. An extensive list of requirements can be found in the applicable national standards and code of practice for storage and handling of dangerous goods with reference to applicable jurisdiction. The Manifest Module has been designed to be quick and easy to use as most functions are viewable in a single view of the UI. The GUI has three main components;

- **The Search Panel**
- **Tree Structure (Collection, Enterprise, Deleted, Manifest Directories)**
- **The Manifest Areas/Section/Locations/Stores' content view**

Folders created in the Folders Parent Directory will not be accessible in the Manifest Module. The Manifest Module requires that users create respective Areas/Sections/Locations based on the organization's site map. Therefore, recommend that stores must be created in the Manifest Directory as a parent node. The Folders and Manifest directories are system's parent nodes (they cannot be edited in any way).

7.1 Create Areas, Sections and Locations

Refer to Section 4

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7.2 Edit Areas, Sections and Locations

Refer to Section 4

7.3 Stocking your Stores with Materials

Refer to Section 5.3

7.3.1 Search, Drag and Drop Materials into Stores

Refer to Section 5.1 and Section 5.3

7.3.2 Copy, Drag and Drop Materials into Stores

Refer to Section 5.1 and Section 5.3

7.4 Move Materials into Destination Stores

Refer to Section 5.3.2

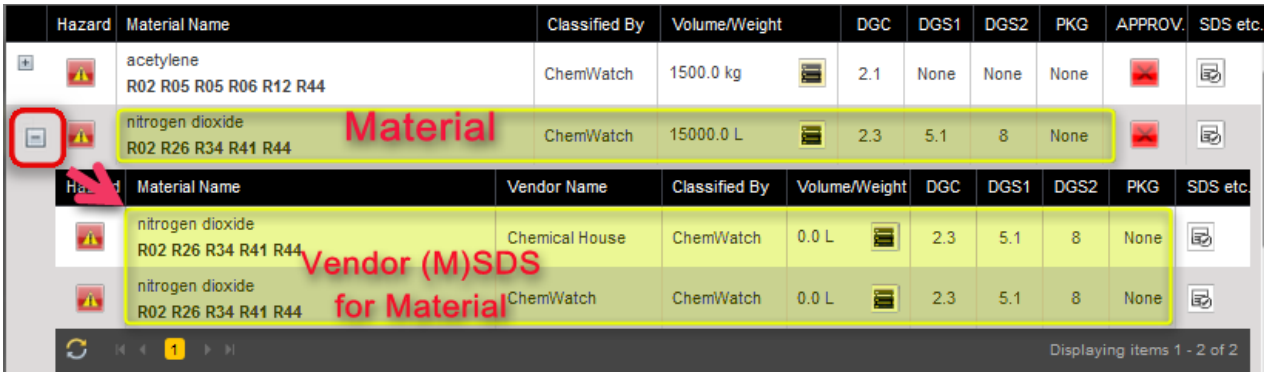
7.5 Delete or Remove Materials from Stores

Refer to Section 5.3.3

7.6 Edit Manifest Quantities

The Manifest view of store's content list the materials with classification information based on the Risk Coding System or the Hazard Coding System. The Manifest Tool provides Classification Coding switch for R-Code and H-Code.

R-Code R Code **Classification – Risk Coding for Hazard Classification**



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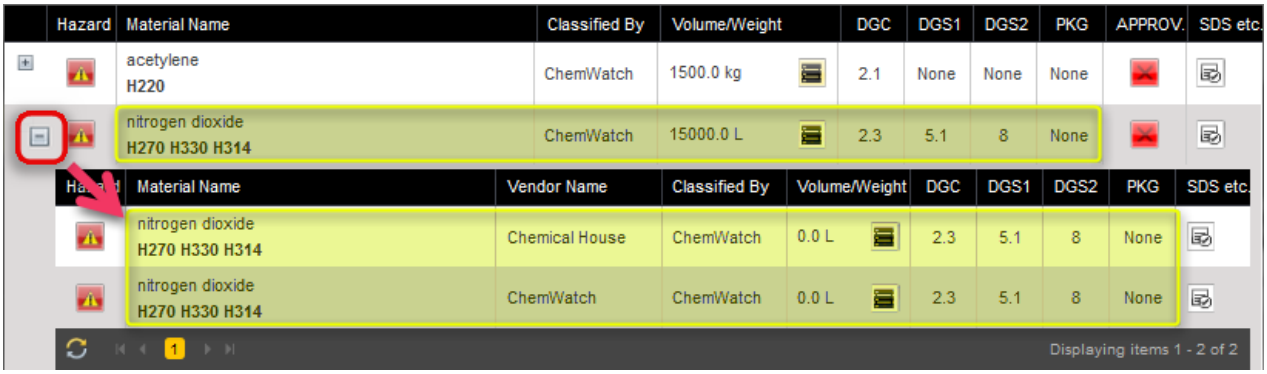

Editing the Manifest involves entering average/maximum quantity values for specific materials, extracting Risk/Hazard Codes and DG classification for vendors MSDSs that do not have corresponding Gold MSDSs, incorporating Notes and setting up Approvals for individual substances. The tasks below illustrate the steps for editing and extracting data.

7.7 NOHSC and ADG Code

7.7.1 Identify Hazardous Substances

Classification of workplace hazardous chemicals

Since the introduction of the NOHSC model Regulations for the control of workplace hazardous substances (1994) and the Dangerous Goods Standard (2001), and their adoption by jurisdictions, hazardous chemicals have been classified by the Approved Criteria for Classifying Hazardous Substances and the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code). With the adoption of the National model Work Health and Safety (WHS) Regulations in 2012, a new system of chemical classification and hazard communication on labels and Safety Data Sheets (SDS), based on the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) will come into effect.

Transitional Arrangements

There will be a **5 year transitional period** for moving to the **new GHS-based system**, which will allow for the two systems to be used concurrently by industry. Workplace chemicals will not need to be re-classified or re-labelled immediately. During the 5 year transition period, manufacturers may use either the GHS for classification, labelling and SDS, or the previous hazardous substances and dangerous goods classification systems. After 31 December 2016, at the end of the 5 year period, all workplace chemicals must be classified according to the GHS and labels and SDS must be updated.

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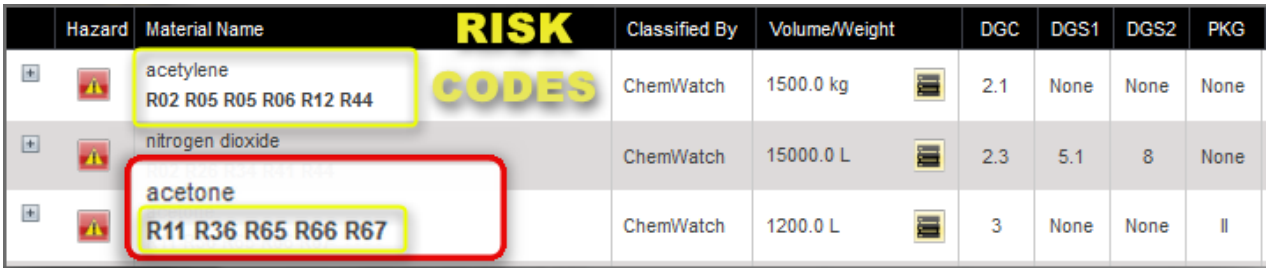
What are hazardous substances?

Hazardous substances are those that, following worker exposure, can have an adverse effect on health. Examples of hazardous substances include poisons, substances that cause burns or skin and eye irritation, and substances that may cause cancer. Many hazardous substances are also classified as dangerous goods. A substance is deemed to be a hazardous substance if it meets the classification criteria specified in the Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(2004] (Approved Criteria).

Identification of hazards and risk associated with a chemical using the **ChemFFX** database program

Generally, once a register of materials has been incorporated into the Manifest Module, the program automatically calculates the risks codes and risk phrases for that particular hazardous substances. Accordance to the criteria for classifying hazardous substances, there are 68 risk statements and corresponding safety phrases. The program utilizes these codes for the classification of chemicals added into the manifest. The "chemical Name" column displays the name of the chemical and identifies the respective risk code (R Code) assigned to the chemical if it is considered to be a hazardous substance as shown in the screenshot below.



The hazardous substances risk codes generated for each material added into the manifest location(s) depends on the availability of a Gold MSDS authored by Chemwatch as well as the classification of Dangerous Goods. The Hazard Ratings utilize the Hazard Alert Code hazard bars in five main categories.

Hazard Categories	Hazard Ratings and Colour Coding
CHRONIC REACTIVITY BODY CONTACT TOXICITY FLAMMABILITY	Mini/Nil = 0 **Non Hazardous Substance** Low = 1 **Low Hazardous Substance** Moderate = 2 **Moderate Hazardous Substance** High = 3 **High Hazardous Substance** **Extreme = 4 Extreme Hazardous Substance**

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7.7.2 Identify Dangerous Goods and Placarding

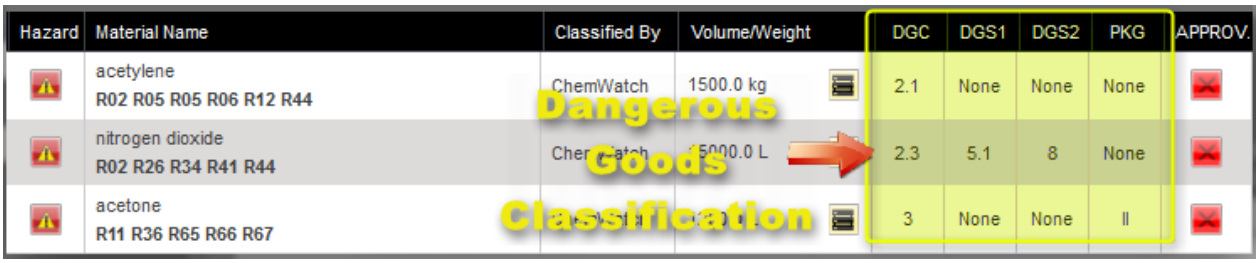
What are Dangerous Goods?

Dangerous goods are substances, mixtures or articles that, because of their physical, chemical (physicochemical) or acute toxicity properties, present an immediate hazard to people, property or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances. The criteria used to determine whether substances are classified as dangerous goods are contained in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code). The ADG Code contains a list of substances classified as dangerous goods.

State and territory workplace dangerous goods storage and handling laws also capture combustible liquids. The criteria for classifying combustible liquids are contained in Australian Standard AS1940 (The Storage and Handling of Flammable and Combustible Liquids). Many dangerous goods are also classed as hazardous substances.

Identification of Dangerous Goods classification associated with a chemical using the **ChemFFX** program

Generally, once a register of materials has been incorporated into the Manifest Module, the program automatically calculates the Dangerous Goods Class, Sub-Risk(s) and Packing Group for that particular article. According to the Dangerous Goods Code (for example, in Australia – the **ADG Code** is referenced). The regulation classifies dangerous goods into nine classes, which are assigned a specific dangerous goods diamond for transportation by land, air and/or rail. The program utilizes these codes for the classification of chemicals added into the manifest. The "DGC, Sub-Risk 1, Sub Risk 2 and Packing Group" columns display the respective data for the chemical as part of compliance. For more information on the various DG Classes and respective Hazchem diamonds, refer to Materials Module Table: Search Options: Task description on how to use the various search options.



Identification of Dangerous Goods Locations – Placarding

Placards are labels used to identify dangerous goods stored on site which exceed the required compliance threshold for a group of DG classes. They provide visual warning of the hazard associated with the dangerous goods at the premises. If dangerous goods are stored in bulk or quantity that exceeds the quantity specified in the column headed "**Placarding Quantity**" in Schedule 1, 2 of the Regulations.

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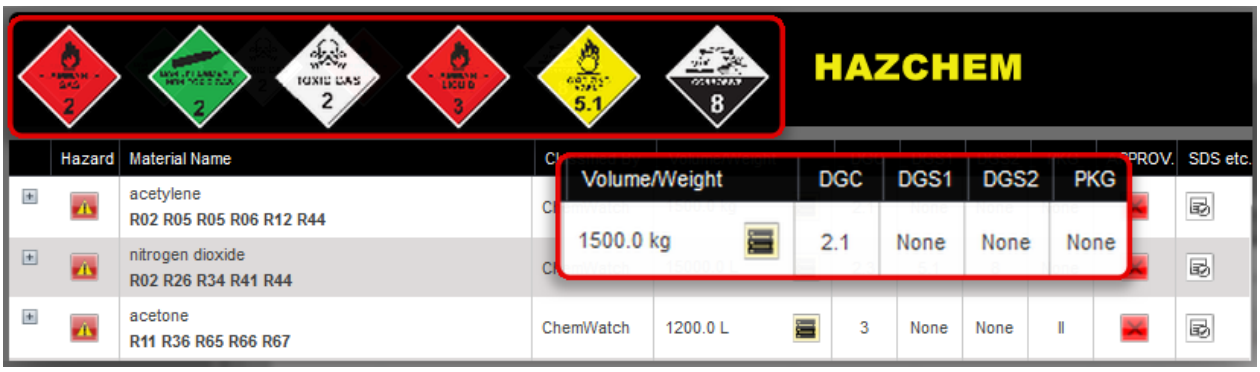
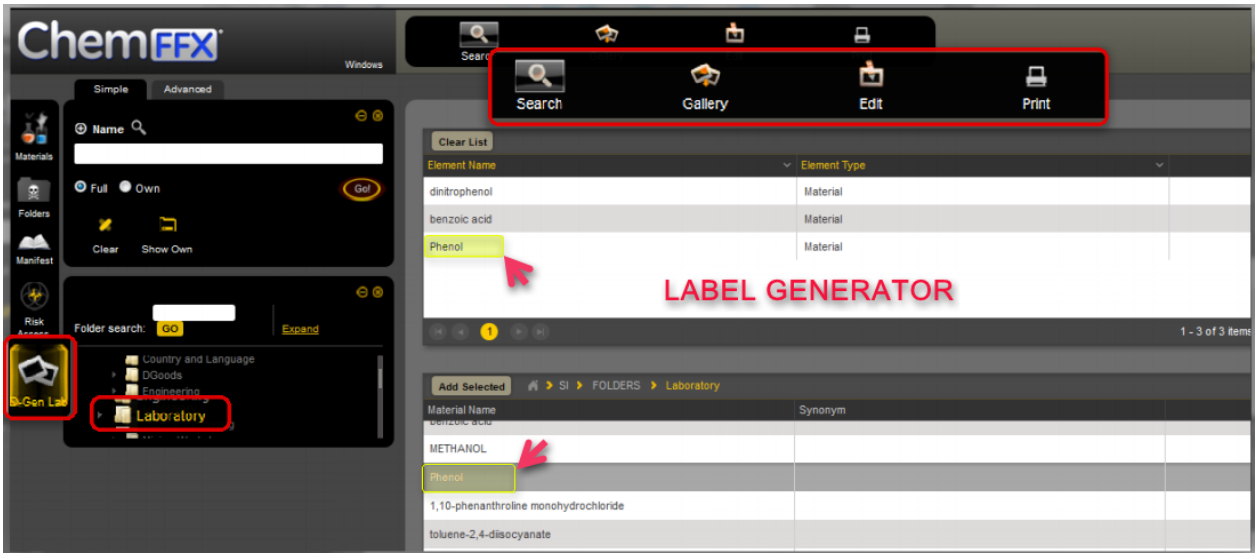


The task description below provides the steps on how to input quantity (average/maximum) values for chemicals stored in specific locations. These chemicals will trigger dangerous goods diamonds and Hazchem Codes within the application if the quantities to do not meet the Placarding Quantity Threshold. How does the program assist you to generate this information where applicable? Follow the steps in the illustrated activity.

For more information, click on the link to redirect to Placarding for grouped Dangerous Goods Classes.

7.2.3 Labelling of Chemicals

The Label Generator Module allows users to generate labels from our generic templates using the label generator tool. The materials can be located in a folder/store or simply conduct a search for a particular material and generate a label of choice from the available template gallery with varying formats/sizes. The label templates range from R-Coding system, GHS system, CLP, etc. In this topic we focus on the **R-Coding and CLP system** to generate labels. However, GHS Labels can also be generated using the steps below.



]

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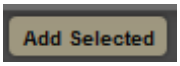
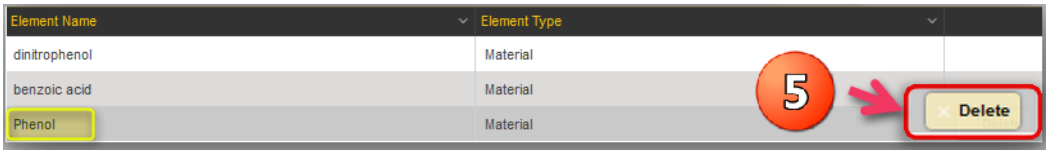
The Task Description below illustrates the steps on how to generate a generic template label format/size.

D-Gen Label	Task Description: Generate a Label Format/Size (Folder Register of Materials)
Generate a Label Template	Different label formats are dependent on the availability of a Gold (Chemwatch authored MSDS). This exercise illustrates generating a label format/size from a **Register of Materials in a Folder**. Other options are; generating a label from a **Search Result** or **Manifest Store Register**. ❶ Select the Label Generator Module (**D-Gen Label**) ❷ Click on folder/store to view a list of material register ❸ Select material name that has a corresponding Gold MSDS availability from the folder register ➔**Next step is to add the material name(s) from the Material List window into the Element Name List** ❹ Press the “Add Selected” button  to add the chemical into the “Element Register ❺ **Optional** ➔Move mouse over a material name from the Element Register to select chemical to “Delete” 

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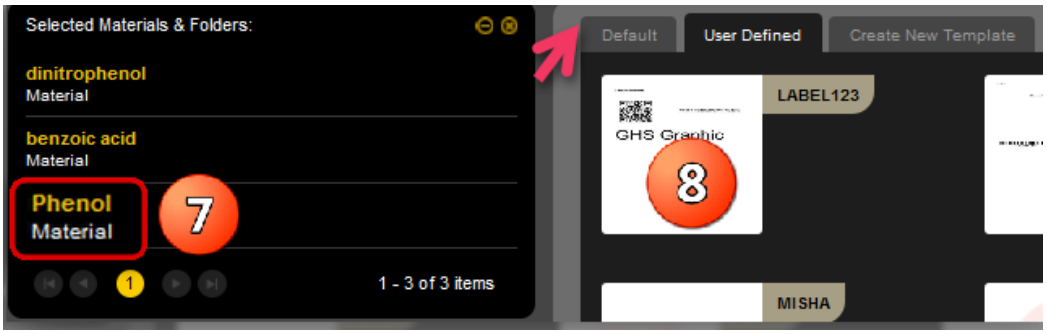
	❻Click on the **Gallery** button to load generic templates to choose applicable label format and size ❼Select a material from the Gallery Element Register  ❽Select default tab and choose label to preview and load ❾Click on the Print icon and select a local or network printer!

7.8 Globally Harmonized System (GHS)

What is GHS?

The **Globally Harmonized System** of Classification and Labelling of Chemicals (GHS) is an internationally agreed system created by the United Nations to replace the various classification and labelling standards used in different countries. The standardization of hazard classification of chemicals in the identification criteria on the global level consistently aims at improving knowledge of the chronic health hazards and encourage the elimination of hazardous chemicals, especially carcinogens, mutagens, reproductive toxins or their replacement with less hazardous substances.

What is Hazard Communication?

Hazard communication is a term used for the description of critical information about chemical hazards and relevant precautions for safe storage, handling and disposal. Hazards are communicated through signal words, hazard statements and precautionary statements on labels and SDS. The harmonization criteria incorporates the classification of the following types of hazards in the table below.

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Hazard Type	Specific Hazard	Hazard Communication Statements	Pictograms Workplace Hazard
PHYSICAL	Explosives, Flammable Gases, Flammable Aerosols, Oxidizing Solids, Gases and Liquids, Gases under Pressure, Flammable Liquid, Flammable Solid, Self Reactive Substances, Pyrophoric Liquid, Pyrophoric Solid, Self-Heating Substances, Organic Peroxides, Corrosives to Metals.	Hazard Communication system for Labelling, Placarding and Safety Data Sheets **Signal Words** **GHS utilizes the words DANGER and WARNING as signal words to indicate the relative level of severity of hazard.** **DANGER – used for the more severe or significant hazard** **Hazard Statements** **Hazard statements are assigned to a class and category depending on hazard nature/degree of hazard** **Precautionary Statements** **Phrases (and/or pictograms) that describe recommended measures to minimize or prevent adverse effects from exposure to a hazardous substance**	**Explosives** **Flame** **Flame Over Circle** **Gas Cylinder** **Corrosion**
HEALTH	Acute Toxicity, Skin Corrosion, Skin Irritation, Serious Eye Damage, Eye Irritation, Respiratory Sensitizer, skin Sensitizer, Germ Cell Mutagenicity, Carcinogenicity, Reproductive Toxicity, specific Target Organ Toxicity, Aspiration Hazard.		**Skull and Bones** **Corrosion** **Exclamation Mark** **Health Hazard**
ENVIRONMENT	Acute Aquatic Toxicity, Chronic Aquatic Toxicity.		**Environment**

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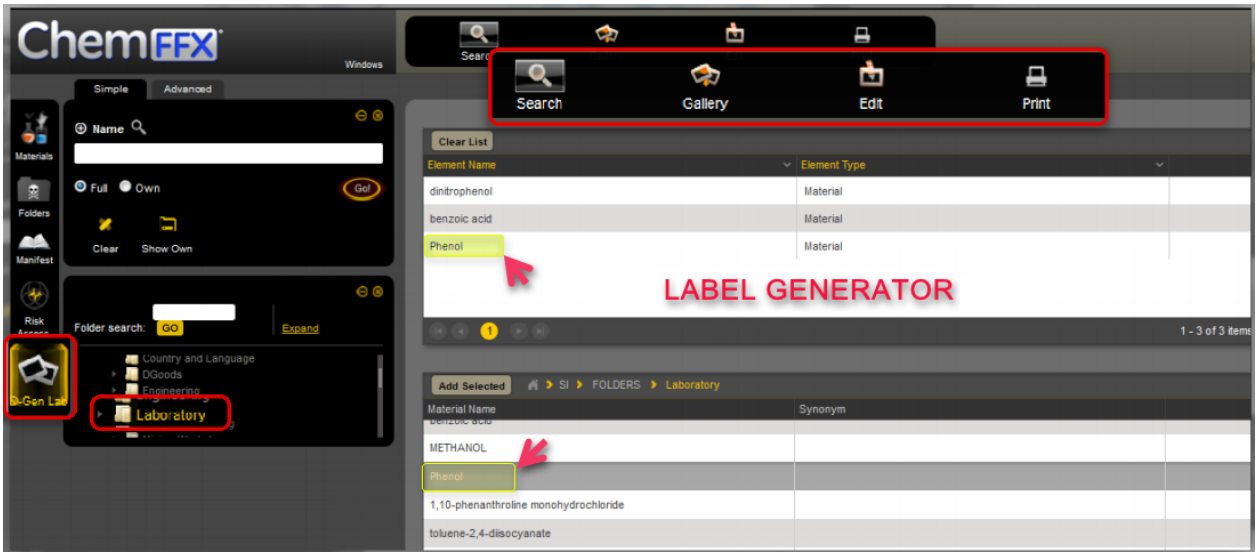
7.8.1 Labelling of Chemicals (GHS)

The Label Generator Module allows users to generate labels from our generic templates using the label generator tool. The materials can be located in a folder/store or simply conduct a search for a particular material and generate a label of choice from the available template gallery with varying formats/sizes. The label templates range from R-Coding system, GHS system, CLP, etc. In this topic we focus on the **GHS system** to generate labels. Refer to Section 7.2.3



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8. Risk Assessment Module

Refer to the Control Banding Risk Assessment User Guide.

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Structure of an (M)SDS

Sections	MSDS Header: Descriptive Content
1	**Identification of the Material and Supplier** • **Product name**, supplier name, address and telephone number and **emergency contact number** • Alternative names, synonyms, numbers, company product codes or other unique identifiers may also be used • Provide the **recommended use** or intended use with any restrictions on use if applicable
2	**Hazards Identification** • Hazard classification according to respective criteria, **statement** of overall hazardous or dangerous nature of the material. Wording to be used: ☐ **HAZARDOUS SUBSTANCE.DANGEROUS GOODS** ☐ **HAZARDOUS SUBSTANCE.NON-DANGEROUS GOODS** ☐ **DANGEROUS GOODS. NON- HAZARDOUS SUBSTANCE** • Description of hazards and appropriate warning information (**Risk and Safety Phrases**) associated with those hazards
3	**Composition/Information on Ingredients** • **Pure Substance** * Chemical identity of the pure substance * Common name(s), synonym(s) * CAS Number(s) • **Mixtures or Composite Materials** * Chemical identity of ingredients * Proportion of ingredients * CAS Numbers for ingredients
4	**First Aid Measures** • Description of necessary first aid measures according to routes of exposure • Indication of medical attention and notes to physician including description of symptoms • Information on specific first aid facilities
5	**Fire Fighting Measures** • Suitable extinguishing media • Hazards from combustion products

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	• Precautions for fire fighters and special protective equipment to be used during an emergency situation
6	**Accidental Release Measures** • Emergency procedures • Methods and materials for containment and clean up
7	**Handling and Storage** • Precautions for safe handling • Conditions for safe storage • Any incompatibility characteristics in terms of segregation, fire separation and prohibition
8	**Exposure Controls/Personal Protection** • National exposure standards • Biological limit values • Engineering Controls • Personal Protective Equipment (PPE)
9	**Physical and Chemical Properties** • Identification of empirical data such as appearance (colour, physical form, shape), odour, pH, solubility, flash point, ignition temperature, etc. • Additional Information, for example, intensely burning characteristics, decomposition temperature, etc.
10	**Stability and Reactivity** • Chemical stability and conditions to avoid • Identify incompatible materials and hazardous reactions • Hazardous decomposition products
11	**Toxicological Information** • **Health Effects** – acute and chronic • **Routes of exposure** (skin/eye, inhalation, ingestion) • Any **carcinogenic effects** • Compounding effects
12	**Ecological Information** • Ecotoxicity • Persistence and degradability • Mobility
13	**Disposal Considerations** • Disposal methods • special precautions for landfill or incineration
14	**Transport Information** • Provide basic classification information for transportation and shipment • UN Number

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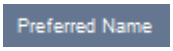
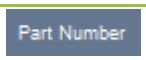
	• UN Proper Shipping Name • Dangerous Goods Class and subsidiary risk(s) • Packing Group • Special precautions for user • Hazchem Code
15	**Regulatory Information** • Standard for the Uniform Scheduling of Drugs and Poisons (SUSDP) under the Therapeutic Goods Act (1989) • Applicable prohibition, notification/licensing requirements including carcinogens under Commonwealth, State or Territory legislation • Agricultural and Veterinary Chemicals Act (1988) • Industrial Chemicals (Notification and Assessment) Act (1989) • Listing on the Australian Inventory of Chemicals Substances (AICS) • Additional national and/or International regulatory information should be included
16	**Other Information** • MSDS preparatory information, date of preparation or last revision of the MSDS • Provide key/legend to abbreviations and acronyms used in the MSDS • Provide literature references and sources of data

Program Tools and Buttons

Buttons	Name	Hint	Task
	Rename	Rename a material/product	Create a preferred name for a material
	Part Number	Apply a part number/code	Apply a Part Number (stock number or stock code) to a material to also appear in Gold MDS
	Wiki Watch	Links to a Chemwatch Library for specific scientific terms	Search for any scientific term for definitions. The library contains more than 250 key terms to search from and growing.
	Bulletin Board	Links to our quarterly bulletin	Click on the link to download the latest bulletin for more information and updates on current affairs in the world of chemical information
	Contact	Links to the Global Chemwatch	Select region to display local contacts

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		contacts page	
	Help	Links to a help platform	Search for a specific question in our Frequently Asked Questions window
	Language	Select language icon to load menu	Click on language icon to display a list to chose appropriate language for MSDS
	Vendor	Select vendor icon to load menu	Click on vendor icon to display a list to chose appropriate vendor for MSDS
	Latest	Select “latest” icon to load menu	Click on “latest” icon to sort by the latest MSDS issued by vendor
	Country	Select country icon to load menu	Click on country icon to display a list to chose appropriate country of MSDS
	Filter Customer	Apply custom filter	Apply current filters or change filter conditions
	Part Number	insert Part Number for a material	create a User Part Number for a material
	Set Up	set up program filters and security	set up program filters and user security
	Checkbox	select checkbox where applicable	select checkbox where applicable
	Drop Down Arrow	Display options menu	Relevant in UI elements across the application and applying Gold MSDS language/format
	Drop Down Spy Glass	Select spy glass to view drop down menu of search options	Spy glass drop down menu provides search options to refine search index by CAS, CW number, UN, DG Class. PG(Packing Group), R Code, Sub Risk, Part Number (User/Vendor)
	Log out	Log out of the application	Log out and shut down [the application
	Material Module	Loads the search module	Load search module to conduct various types of searches and other functionalities

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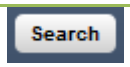
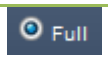
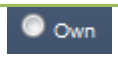
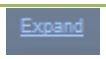
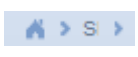
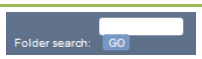
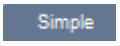
	Folders Module	Loads the Folders Module	Load Folders Module to conduct various types of searches, create/edit folders, distribute materials into folders and other functionalities
	Print	Select icon to print	print any list, MSDS, and other reports
	Save	Select icon to save	Save any list, MSDS, and other reports
	Email	select icon to email	send email for any list, MSDS, and other reports
	Minimize	Minimize screen/window	Minimize screen/window
	Maximize	Maximize screen/window	Maximize screen/window
	Close	Close screen/ window	Close screen/ window
	Track	track a material	identify where material is located
	Search	Select search button to search	Command to conduct material/vendor search or other search indexes
	Show Own	Load entire inventory	Displays organizational material register (inventory)
	Full	select (complete Chemwatch database)	search from the complete database
	Own	select (customized register)	search from the organizational material register
	Clear	Clear search results	Clear search results to start a new search
	Expand By	Expand Tree Structure	Display the tree structure nodes to view areas/sections/locations
	Back/Forward	display previous window or list	select the back/forward arrows to view previous list or window
	Folder Search Panel	Search for a folder	Conduct a specific search for a particular folder within the tree structure
	Simple	Simple Mode	restore to simple search mode - no hazards

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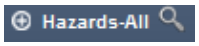
			option
Advanced	Advanced	Search by all types of hazards 	Search for material by including other search options by specific type of hazard or dangerous goods
	Tags	Tag element	Tag assigned preferred name/part number by updating or refreshing data entry
	Tree Nodes	Parent Tree Node Child node	Select parent node to expand child node(s) Select child node to expand lower level node(s)
	Workbook	Download application workbook	Download application user guide
	Live Help	Chat-service online	Opens another window to enter specific queries and discuss through text messaging
			Sort by column header in ascending or descending order: Name, Vendor, Type, Language, Country, Source and Issue Date

DG Classes and Placarding Threshold

Item	Dangerous Goods Class and Combustible Liquids	Packing Group	Placarding Quantity	Manifest Quantity	Dangerous Goods Class or Division
1	Class 2				Gases
	Class 2.1	Not Applicable	500 L	5,000 L	Non-flammable, non-toxic gases
	Class2.2 -Subsidiary Risk 5.1	Not Applicable	2,000 L	10,000 L	
	Class 2.2 – Other	Not Applicable	5,000 L	10,000 L	
	Class 2.3	Not Applicable	50 L	500 L	
	Aerosols	Not Applicable	5,000 L	10,000 L	
	Cryogenic Fluids	Not Applicable	1,000 L	10,000 L	
2	Any one of Class 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1 or 8	I	50 kg or L	500 kg or L	DGC3 - Flammable Liquid DGC4.1- Flammable Solids DGC4.2- Substances liable to
		II	250 kg or L	2500 kg or L	

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		III	1,000 kg or L	10,000 kg or L	spontaneous combustion DGC4.3- Substances in contact with water emit flammable gases DGC5.1-Oxidising Substances DGC5.2- Organic Peroxides DGC6.1- Toxic Substances DGC8 – Corrosive Substances
		Mixed Packing Groups in a single Class of dangerous goods where none of the Packing Groups present exceeds the quantities specified in Item 2 of this Table.	1,000 kg or L	10,000 kg or L	
3	Class 9	II	1,000 kg or L	10,000 kg or L	DGC9 – Miscellaneous Dangerous Goods and articles
		III	5,000 kg or L	10,000 kg or	
		Mixed Packing Groups in a single. Class of dangerous goods where none of the Packing Groups present exceeds the quantities specified in Item 3 of this Table.	5,000 kg or L	10,000 kg or L	
4(a)	Mixed Classes of dangerous goods where none of the Classes, types and Packing Groups (if any) present exceeds the quantities specified in Items 1, 2 and 3 of this Table.	Not Applicable	2,000 kg or L where the quantity specified in this Schedule for each of the Classes is 2,000 kg or L or less.	10,000 kg or L	
4(b)	Mixed Classes of dangerous goods where none of the Classes, types and Packing Groups (if any) present exceeds the quantities specified in Items 1, 2 and 3 of this Table.	Not Applicable	5,000 kg or L Where the quantity specified in this Schedule for one or more of the Classes is 5,000 kg or L and Placarding is not required for Items 1,2,3, and 4a.		
5	Goods Too Dangerous To Be Transported	Not Applicable	5 kg or L	50 kg or L	
6	Combustible liquids with fire risk	Not Applicable	1,000 kg or L Includes both C1,	10,000 kg or L Includes both	

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	dangerous goods		C2	C1, C2	
7	C1 Combustible liquids	Not Applicable	10,000 L In *bulk containers* 50,000 L In *packages* 50,000 L *Bulk* and *packaged* combined provided the quantity of C1s in *bulk* does not exceed 10,000 L.	100,000 L Bulk or packaged.	

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